

APPENDIX M  
PERSONAL PROTECTIVE EQUIPMENT

1. Purpose and Scope. This appendix prescribes requirements, procedures, and policies for providing personal protective equipment and apparel necessary to protect the health and safety of Buffalo District employees from occupational hazards.

2. References.

- a. 29 CFR 1910, Subpart I
- b. AR 385-32.
- c. AR 40-5.
- d. AR 385-10 dtd. 23 May 1988.
- e. ER 385-1-40.
- f. ER 385-1-88.
- g. EM 385-1-1.
- h. ANSI (American National Standards Institute), Z87.1, (Eye and Face Protection).
- i. ANSI, Z41-1983, (Safety-Toe Footwear).
- j. ANSI, Z88.2, (Respiratory Protection).
- k. ANSI, Z89.1, Z89.2 (Protective Headgear).

3. General.

a. Personal protective equipment is the last choice for the control of workplace hazards. Engineering controls and administrative controls shall be initiated to reduce or eliminate the hazard prior to use of personal protective equipment.

b. When engineering and administrative controls do not eliminate or reduce the hazard, adequate protective equipment and apparel shall be provided to prevent or minimize injury or occupational disease to personnel. Personal protective equipment shall be procured and provided by supervisors for the health and safety of employees as necessary.

c. Personal protective equipment shall be purchased in accordance with the Federal Acquisition Regulation. Specific procedures are established for safety glasses and safety shoes IAW Federal Acquisition Regulations. Point of contact for these regulations is Contracting Division.

4. Responsibility.

a. It is the responsibility of the supervisor to assure that the proper protective equipment, such as hard hats, respirators, safety eyewear (plain or prescription), protective footwear, PFD's (personal flotation devices), gloves, chain saw chaps, etc., are provided to their employees and are worn when necessary. Written documentation of employees failing to wear personnel protective equipment shall be maintained by the supervisor. For persons under Medical Surveillance, this written documentation will be forwarded to the Safety and Occupational Health Office for inclusion in the employees medical file. The area supervisor will inform all visitors and transients of the necessity to comply with the protective equipment requirements of the work station.

b. It is the responsibility of the employee to wear his/her personal protective equipment when in a hazardous work area.

5. Protective Eyewear Policy. All government employees conducting eye hazardous operations or working in eye hazardous areas are required to wear eye protection specific to the hazard encountered. The appropriate personal protective equipment (goggles, face shield, industrial safety glasses) shall be provided at no cost to the employee. If it is determined that prescription lenses are required by vision screening and the employee has not worn prescription glasses before, the government shall pay for the eye examination. The government will not pay for routine eye exams. Safety eyewear shall be procured with side shields. Prescription safety glasses should be procured by using U.S. Government credit card with a local vendor whenever possible so that delays are kept to a minimum.

a. Supervisors are responsible to assure that eye hazardous operations and areas are identified and that employees are provided adequate personal protective equipment, to include corrective lenses if needed. Examples of eye hazardous operations are welding, grinding, sandblasting, using acids or corrosives, chipping, and bright sunlight. Eye hazardous areas are those areas immediately surrounding eye hazardous operations in which light, chemicals, projectiles, particles, dust, etc.,

would be reasonably expected to cause eye damage if an unplanned event occurs.

b. Supervisors are also responsible to see that all personal protective equipment and eye tests provided to employees are essential for performance of the work. For employees who are only intermittently exposed to eye hazards, the use of appropriate goggles over their glasses may be a suitable alternative to the purchase of safety glasses.

c. Eye hazards and protective equipment requirements shall be reviewed with employees during orientation and periodically thereafter. Contractors and visitors shall be informed of eye hazards and required to wear safety glasses or equivalent while conducting eye hazardous operations or while in eye hazardous areas in government facilities.

d. All industrial safety glasses shall meet the requirements of ANSI Z87.1. Glasses which meet only the Food and Drug Administrations design requirements for impact are not acceptable. Industrial safety glasses are the only type safety glasses authorized by this regulation. The difference between street-wear safety glasses and industrial safety glasses are distinct and significant. Street-wear safety lenses can have a center edge thickness as low as 2.0 mm; industrial safety glass lenses must have a minimum thickness of 3.0 mm and meet other requirements contained in reference 2.g. of this Appendix.

e. Contact lenses are not considered appropriate substitutes for eye protection. Contact lenses shall not be worn in work environments with chemicals, fumes, smoke, dust, or molten metals.

f. For chemical eye hazardous operations, approved emergency eyewashes shall be readily available.

g. All personnel who have effective sight in only one eye shall be furnished and required to wear safety glasses, plain or prescription, with side shields, except when performing routine office duties.

h. Photochromatic and sun lenses are approved; but ONLY FOR OUTDOOR USE. Photochromatic lenses are lenses that adjust to varying amounts of light, such as "Photogray" and "Photosun". Special-purpose tints used for indoor tasks shall be static (nonphotochromatic) and fit for a specific task; i.e., welding or cutting. If an employee is exposed to both indoor and outdoor

eye hazards then they shall be provided with adequate protection for both locations and hazards. Clip-on sunglasses are recommended as an inexpensive method of protecting against sunlight provided they meet the criteria described in paragraph (9), below.

i. Protective glasses that filter a minimum of 96% of ultra-violet light at a wavelength of 400 nanometers shall be worn by boat operators when conditions require such protection. The supervisor shall determine what other employees, in addition to boat operators, require protection from exposure to sunlight.

j. Eye protection shall be properly maintained. Prescription safety glasses shall be issued as personal property. When eye protection is not provided individual employees or when it is required for visitors or contractors, it shall be kept clean and readily available, e.g., kept in clean container near eye hazardous equipment or in a designated case in their immediate work area so that its use is encouraged by its presence or easy access.

(1) The cost of safety glasses (frame and lenses) shall not exceed \$250.00 unless justified, in writing, by the employees' supervisor.

(2) If an employee purchases their own safety glasses, prescription or otherwise, they shall meet the requirements of ANSI Z87.1. if they are going to be worn on the job.

## 6. Protective Footwear Policy.

a. All government employees conducting foot hazardous operations or working in foot hazardous areas are required to wear protective footwear. If it is determined by a physician, in writing, that a particular shoe is not suitable for an employee, the government shall follow the physicians recommendations.

(1) Supervisors are responsible to assure that foot hazardous areas are identified and that employees have the appropriate protective footwear for the hazards associated with the specific job. Foot hazardous operations are those operations which have a high potential for foot injuries, such as, material handling, construction, maintenance, automotive repair, field operations of Regulatory Division and Planning Division, etc.

(2) Supervisors are also responsible to see that all protective footwear is essential for performance of work. All

employees, including intermittent and seasonal employees will be provided protective footwear.

(3) The cost of safety shoes shall not exceed \$130.00 unless justified in writing by the supervisor.

(4) Foot hazards and protective equipment requirements shall be reviewed with employees during orientation and periodically thereafter.

(5) All safety shoes shall meet the requirements of ANSI, Z41.1 or Z41.4.

(6) Waterproof boots will be considered protective footwear. If a compression hazard exists along with the hazard of excessive moisture, then the waterproof boots will be the type that can cover a safety shoe.

(7) Protective footwear shall be properly maintained by the employee.

b. It is recommended that employees initially be provided two pair of safety shoes to assure that clean, dry, well-maintained shoes are always available. Safety footwear shall not be replaced until they are determined to be no longer usable by the immediate supervisor. The unusable pair shall be turned in to the immediate supervisor and shall be destroyed. In order that safety footwear be obtained in the most expedient manner, a government credit(VISA) may be used with a local vendor to assure a good fit and expediency.

7. PFD's (Personal Flotation Devices).

a. Type III, Type V, or better vest type U.S. Coast Guard approved International Orange personal flotation device shall be worn by all government employees in work areas in which exists the potential for drowning.

b. PFD's shall be inspected before and after each use to detect defects which could alter its buoyancy.

8. Respiratory Protection.

a. When respiratory protective equipment is required, a respiratory protection program shall be developed and implemented, including but not limited to: training, fit testing, selection of equipment, maintenance, and medical surveillance.

b. Medical status of individuals who are to wear respirators shall be evaluated and a statement from a qualified physician shall be provided that indicates that the individual is qualified to wear the specified type of respirator.

c. Only approved respiratory protective devices shall be provided and used. "Approved" means that the respirator and its component parts have been tested and listed as satisfactory by joint approval of MSHA (Mine Safety and Health Administration) and NIOSH (National Institute for Occupational Safety and Health) or SCBA and gas masks that have valid approvals from the Bureau of Mines.

d. A competent person knowledgeable of inhalation hazards and respiratory protective equipment shall conduct a step-by-step evaluation to insure only appropriate respiratory protection for the conditions of exposure is utilized. Protection factors described in EM 385-1-1, Appendix N shall be fully considered in the selection process.

9. Protective Headgear.

a. All government employees shall wear hard hats when working in or visiting a hard hat area.

b. Hard hat areas shall be identified and all points of entry to a hard hat area shall have a hard hat caution sign posted.

c. Hard hat areas shall be general areas such as construction, alteration, demolition, dredging, quarries, etc., rather than specific portions of a building or project.

d. All protective headgear shall meet the requirements of ANSI Z89.1, Class A. or ANSI Z89.2., Class B.

e. Protective headgear worn near electric lines and equipment shall be Class B (ANSI Z89.2).

10. Hearing Protection.

a. All employees in the District that are exposed to excessive noise shall be considered for inclusion in the Medical Surveillance Program for Hearing Conservation.

b. Noise monitoring shall be conducted by a representative of the S&OH Office.

c. Results of the noise survey shall be used to determine the appropriate type of hearing protection, which shall be supplied by the government.

d. All employees working in a noise hazardous area shall wear hearing protection.

e. Supervisors are responsible for identifying potential hazards, training employees in proper use of hearing protection, and for enforcing the use of hearing protection. The need for hearing protection is suspect when any one of the following three conditions exist:

(1) Employees have difficulty communicating with each other by speaking when in the presence of noise.

(2) Employees report head noises or ringing in the ears (tinnitus) after working for several hours in the noise.

(3) Employees sustain a temporary hearing loss which has the effect of muffling speech and other sounds following several hours of noise exposure.

11. Miscellaneous PPE. A number of chemical, physical and environmental hazards can be controlled with miscellaneous PPE.

a. Clothing, such as coats, parkas, pants and/or coveralls, sometimes made of special materials designed to protect against specific or general exposures to irritant, toxic or corrosive materials, may be reusable or disposable. In most cases, protective clothing is made of special impervious materials, which can withstand repeated or prolonged contact with solvents, acids, alkalis, or other chemical or physical agents.

b. Special foot protection such as slip-on toe protectors, metatarsal protectors, hip boots, oil or chemical resistant boots, waterproof and/or insulated boots, etc. (Misc. foot protection is almost always purchased with a protective toe).

c. Personal flotation devices (PFD's) used to provide flotation.

d. Insect bite kits used to provide protection to employees who are sensitive or allergic to insect bits. Can only be provided when prescribed by a physician.

e. Chaps used to provide protection when using chain saws.

f. Sweat bands used to prevent sweat from running into eyes or wrists.

g. Safety harnesses worn for fall protection.

h. Knee pads worn to prevent bruising or scraping when working on knees.

i. Insect repellent used in areas infested with chiggers, mosquitoes, and ticks.

12. Funding. The costs of all personal protective equipment and apparel shall be charged to the account of the project requisitioning such items.

13. Property Accountability. Safety footwear and prescription safety glasses are issued to personnel as personal property. Supervisors are to maintain records of the dates and names of personnel and costs associated with the purchase of protective clothing and equipment.

SECTION 1  
Certification of Hazard Assessment

Work Area: \_\_\_\_\_

Date Evaluated: \_\_\_\_\_

Hazards Present: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PPE Required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affected Employees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certified \_\_\_\_\_  
Signature Date

SECTION 2  
Certification of Training

On \_\_\_\_/\_\_\_\_/\_\_\_\_ the following employees were trained in the following subjects.

Employees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When PPE is necessary.

What PPE is necessary.

How to properly don, doff, adjust, and wear PPE.

The limitations of the PPE.

The proper care, maintenance, useful life, and disposal of PPE.

Certified \_\_\_\_\_  
Signature Date