



City Manager's Approval: _____

THE CITY OF POMONA

SAFETY POLICIES AND PROCEDURES

PERSONAL PROTECTIVE EQUIPMENT POLICY

I. PURPOSE

The purpose of this Policy is to protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment is not a substitute for good engineering or administrative controls or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury/or illness.

II. APPLICABILITY

This Policy applies to all full-time and hourly/part-time City employees.

III. POLICY

It is the policy of the City of Pomona that all aspects of Cal/OSHA's requirements for personal protective equipment, *California General Industry Safety Orders, Title 8, Subchapter 7, Group 2, Article 10*, shall be met or exceeded. This Policy addresses eye, face, head, and foot protection. Refer to the *Respiratory Protection Policy* and *Hearing Conservation Policy* for respiratory and hearing protection.

IV. RESPONSIBILITIES

A. Department Directors shall:

1. Ensure that the Personal Protective Equipment policy is implemented. The Department Director has the authority to delegate any or all portions of this policy to subordinates, but the Department Director will be held responsible for compliance.

B. Division Managers shall:

1. Annually budget for the division's personal protective equipment.

C. Supervisors shall:

1. Implement the Personal Protective Equipment Policy.
2. Ensure that employees wear personal protective equipment when appropriate.

PERSONAL PROTECTIVE EQUIPMENT POLICY (Continued)

3. Counsel employees when personal protective equipment is not worn.
4. Notify the Safety Officer when new hazards are introduced or when processes are added or changed.
5. Ensure that employees are trained on the proper use, care, and cleaning of personal protective equipment.

D. Employees shall:

1. Wear personal protective equipment as required.
2. Care for, clean, and maintain all issued personal protective equipment.
3. Inform their supervisor of the need to repair or replace personal protective equipment.

E. Safety Officer shall:

1. Update and maintain the Personal Protective Equipment Policy.
2. Conduct workplace hazard assessments to determine the presence of hazards which necessitate the use of personal protective equipment.
3. Maintain records on hazard assessments.
4. Provide assistance in training supervisors and employees on the proper use, care, and cleaning of approved personal protective equipment.
5. Provide guidance to supervisors for the selection and purchase of approved personal protective equipment.

V. PROCEDURE

A. Hazard Assessment and Equipment Selection

OSHA requires employers to conduct inspections of all workplaces to determine the need for personal protective equipment (PPE) and to help in selecting the proper PPE for each task performed. The Safety Officer, in conjunction with Division Managers, will conduct a walk-through survey of each work area initially and whenever new hazards are introduced into the workplace to identify sources of hazards, including impact, penetration, compression, chemical, heat, dust, electrical sources, material handling, vibration, and light radiation. Each survey will be documented using the *Hazard Assessment Certification* form, which indicates the workplace surveyed, the person who conducted the survey, findings of potential hazards, and the date of the survey.

Once the hazards of a workplace have been identified, the Safety Officer will determine the suitability of the PPE presently available; and, as necessary select new or additional equipment ensuring a level of protection greater than the minimum required to protect the employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposures to a variety of hazards. Adequate protection against the highest level of each of the hazards will be provided.

Refer to Appendix A for general guidelines in choosing personal protective equipment.

B. Protective Devices

PERSONAL PROTECTIVE EQUIPMENT POLICY (Continued)

All personal protective clothing and equipment shall be of safe design and construction for the work to be performed and shall be maintained in a sanitary, safe and reliable condition. Only those items that meet NIOSH (National Institute for Occupational Safety and Health) or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the OSHA PPE regulations, as follows:

1. Eye and Face Protection ANSI Z87.1
2. Head Protection ANSI Z89.1
3. Foot Protection ANSI Z41.1
4. Hand Protection – There are no ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks performed.

Careful consideration will be given to the comfort and fit of PPE in order to ensure that it will be used. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

C. Eye and Face Protection

Prevention of eye injuries requires that all persons, who may be in eye hazard areas, wear protective eyewear. This includes employees, contractors, or others passing through an identified eye hazard area. To provide protection for these personnel, supervisors of such areas shall procure a sufficient quantity of goggles and/or safety glasses which afford the maximum amount of protection possible.

Suitable eye protectors shall be used when employees are exposed to hazards from flying particles, molten metal, acids or caustic liquids, chemical liquids, gases, vapors, aerosols, or potentially injurious light radiation.

1. Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment.
2. Side shields shall be used when there is a hazard from flying objects.
3. Goggles and face shields shall be used when there is a hazard from chemical splash.
4. Face shields shall only be worn over primary eye protection (safety glasses or goggles).
5. For employees who wear prescription eye lenses, eye protectors shall either incorporate the prescription in the design or fit properly over the prescription lenses (goggles).

D. Prescription Safety Eyewear

OSHA regulations require that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards, shall wear eye protection that incorporates that prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses. The Risk Management

PERSONAL PROTECTIVE EQUIPMENT POLICY (Continued)

Division shall budget funds for the procurement of prescription safety glasses. Employees requiring prescription safety glasses must contact the Safety Officer to have their request for prescription safety glasses processed.

In order to qualify for this benefit, employees must be non-probationary. Probationary, hourly, and part-time employees are not eligible for prescription safety glasses. These employees shall be provided with goggles to wear over prescription lenses. Only field employees and motor officers who have frequent or continuous exposure to eye hazards qualify for prescription safety glasses. This determination will be based on the completion of the hazard assessment by the Safety Officer.

Employees are entitled to one (1) pair of safety glasses every two (2) years. If an employee desires an extra pair of glasses, then the employee can purchase an extra set through the City. If the employee's City provided safety glasses are damaged or lost, the respective Division shall pay for repair or replacement as appropriate. The City will not provide progressive power lenses. If an employee desires progressive power lenses the employee may pay for the additional cost. Only gray tints or clear lenses are approved.

Employees must contact the Safety Officer for a prescription safety glass form. An appointment will be scheduled with the City's optometrist and the employee will be fitted for prescription eyewear.

E. Emergency Eyewash Facilities

Emergency eyewash facilities meeting the requirements of ANSI Z358.1 shall be provided in all areas where the eyes of any employee may be exposed to chemicals. All such emergency facilities will be located where they are easily accessible in an emergency. Permanent emergency eyewash facilities must be flushed at least monthly by the area supervisor and the inspection noted on a laminated "inspection tag" attached to the eyewash. Temporary job sites that have areas where the eyes of employees may be exposed to chemicals must carry portable eye washes. The water in the portable eye washes shall be flushed monthly.

F. Head Protection

Head protection shall be provided to and worn by any employee that may be exposed to falling, flying, or fixed objects that may fall, or electrical shock (600 volts or less). Bump caps will be issued and worn for protection against scalp lacerations from contact with sharp objects; however, they will not be worn as substitutes for hard hats because they do not afford protection from high impact forces or penetration by falling objects.

PERSONAL PROTECTIVE EQUIPMENT POLICY (Continued)

G. Hand Protection

Suitable gloves shall be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biologicals, and harmful temperature extremes are present. Glove selection shall be based on performance characteristics of the gloves, conditions, duration of use, and hazards present. One type of glove will not work in all situations.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and MSDSs before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

All glove materials are eventually permeated by chemicals. However, they can be used safely for limited time periods if specific use and other characteristics (i.e., thickness and permeation rate and time) are known. The Safety Officer can assist in determining the specific type of glove material that should be worn for a particular chemical.

H. Foot Protection

All safety footwear shall comply with ANSI Z41-1991, "American National Standard for Personal Protection – Protective Footwear." Safety shoes or boots with impact protection are required to be worn in work areas when carrying or handling materials such as packages, objects, parts and/or heavy tools, which could be dropped; and for other activities where objects might fall onto the feet. Safety shoes or boots with compression protection are required for work activities in which materials could potentially roll over an employee's feet. Safety shoes or boots with puncture protection are required where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal, etc., could be stepped on by employees causing a foot injury.

It is the employee's responsibility to purchase safety shoes or boots when required by their position. The Department is responsible for budgeting and purchasing any specialty shoes that may be required (e.g., metatarsal shoes).

I. Life Rings and Personal Flotation Devices

At least one U.S. Coast Guard approved 30-inch life ring with not less than 90 feet of 600 pound capacity line attached shall be kept in a conveniently accessible place where employees work exposes them to the hazard of drowning or each employee shall wear a U.S. Coast Guard approved personal floatation device.

J. Cleaning and Maintenance

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE

PERSONAL PROTECTIVE EQUIPMENT POLICY (Continued)

shall be inspected, cleaned, and maintained at regular intervals by the employee the PPE is assigned to so that the PPE provides the requisite protection. Personal protective equipment shall not be shared between employees until it has been properly cleaned and sanitized.

PPE will be distributed for individual use whenever possible. It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

K. Signage

Safety signage shall be posted wherever PPE is required. Signage is not required at temporary job sites; however, the job site hazards and personal protective equipment required shall be discussed at a daily tailgate. Signage shall have clear and concise wording like "Safety Glasses Required in This Area" or "Head Protection Required." Signs shall be purchased and posted by the respective Division.

L. Training

Any employee required to wear PPE shall receive training in the proper use and care of the PPE. Periodic re-training shall be offered by Risk Management to both the employees and supervisors, as needed. The training shall include, but not necessarily be limited to, the following subjects:

1. When PPE is necessary to be worn.
2. How to properly don, doff, adjust, and wear PPE.
3. The limitations of PPE.
4. The proper care, maintenance, useful life and disposal of the PPE.

M. Recordkeeping

Risk Management shall maintain the *Hazard Assessment Certification* form for each permanent work site evaluated for at least three (3) years. Training records shall be maintained by the respective Division and Risk Management for a period of three (3) years.

VI. ACTION

This Policy is effective this date.

Appendix A

General Guidelines for Choosing Personal Protective Equipment

1. Description and Use of Eye/Face Protection:

- a. Safety glasses – Protective eyeglasses are made with safety frames, tempered glass or plastic lenses, temples and side shields which provide eye protection from moderate impact and particles encountered in job tasks such as carpentry, woodworking, grinding, scaling, etc. Safety glasses are also available in prescription form for those persons who need corrective lenses.
- b. Single Lens Goggles – Vinyl framed goggles of soft pliable body design provide adequate eye protection from many hazards. These goggles are available with clear or tinted lenses, perforated, port-vented, or non-vented frames. Single lens goggles provide similar protection to spectacles and may be worn in combination with spectacles or corrective lenses to insure protection along with proper vision.
- c. Welders/Chippers Goggles – These goggles are available in rigid and soft frames to accommodate single or two eyepiece lenses.
 - i. Welders goggles provide protection from sparking, scaling, or splashing metals and harmful light rays. Lenses are impact-resistant and are available in graduated shades of filtration.
 - ii. Chippers/Grinders goggles provide eye protection from flying particles. The dual protective eye cups house resistant clear lenses with individual cover plates.
- d. Face Shields – These normally consist of an adjustable headgear and face shield of tinted/transparent acetate or polycarbonate materials, or wire screen. Face shields are available in various sizes, tensile strength, impact/heat resistance and light ray filtering capacity. Face shields will be used in operations when the entire face needs protection and should be worn to protect eyes and face against flying particles, metal sparks, and chemical/biological splash.
- e. Welding Shields – These shield assemblies consist of vulcanized fiber or glass fiber body, a ratchet/button type adjustable headgear or cap attachment and a filter and cover plate holder. These shields will be provided to protect workers' eyes and face from infrared or radiant light burns, flying sparks, metal splatter, and slag chips encountered during welding, brazing, soldering, resistance welding, bare or shielded electric arc welding and oxyacetylene welding and cutting operations.

Eye and Face Protection Selection Chart		
Source	Assessment of Hazard	Protection
Impact – Chipping, grinding, machining, drilling, chiseling, riveting, sanding, etc.	Flying fragments, objects, large chips, particles, sand, dirt, etc.	Spectacles with side protection, goggles, face shields. For severe exposure, use face shield over primary eye protection
Chemicals – Acid and chemicals handling	Splash, irritating mists	Goggles, eyecup and cover types. Safety glasses. For severe exposure, use face shield over primary eye protection. Special purpose goggles.

Appendix A
General Guidelines for Choosing Protective Equipment (Continued)

Eye and Face Protection Selection Chart (Continued)		
Dust – Woodworking, buffing, general dusty conditions	Nuisance dust	Goggles, eyecup and cover types
Light and/or Radiation Welding – Electric arc	Optical Radiation	Welding helmets or welding shields. Typical shades: 10-14
Welding – Gas	Optical Radiation	Welding face shield. Typical shades: gas welding 4-8, cutting 3-6, brazing 3-4
Cutting, torching, brazing, torch soldering	Optical Radiation	Spectacles or welding face shield. Typical shades: 1.5-3
Glare	Poor Vision	Spectacles with shaded or special purpose lenses, as suitable

2. Head Protection - Protective hats are made in the following types and classes:

- i. Type I – Helmets with a full brim.
- ii. Type II – Brimless helmets with a peak extending forward from the crown.
- iii. Class G – General service, limited voltage. Intended for protection against impact hazards.
- iv. Class E – Utility service, high voltage (over 600 volts). Used by electrical workers.
- v. Class C – Special service, no voltage protection. Designed for lightweight comfort and impact protection.

3. Foot Protection - There are many types of jobs and styles of footwear and it is important to realize that a particular job may require additional protection other than listed here. Footwear that meets established safety standards will have an American National Standards Institute (ANSI) label inside each shoe.

- a. Steel Reinforced Safety Shoes – These shoes are designed to protect feet from common machinery hazards such as falling or rolling objects, cuts, and punctures. The entire toe box and insole are reinforced with steel, and the instep is protected by steel, aluminum, or plastic materials. Safety shoes are also designed to insulate against temperature extremes and may be equipped with special soles to guard against slips, chemicals, and/or electrical hazards.
- b. Safety Boots – Safety boots offer more protection when splash or spark hazards (chemical, molten materials) are present:
 - i. When working with corrosives, caustics, cutting oils, and petroleum products, neoprene or nitrile boots are often required to prevent penetration.
 - ii. When working with electricity, special electrical hazard boots are available and are designed with no conductive materials other than the steel toe (which is properly insulated).

4. Hand Protection - Skin contact is a potential source of exposure to toxic materials; it is important that the proper steps be taken to prevent such contact. Most accidents involving hands and arms can be classified under five main categories: chemicals, abrasions, cutting, vibration and heat. There are

Appendix A

General Guidelines for Choosing Protective Equipment (Continued)

gloves available to protect workers from any of these individual hazards or any combination thereof.

Gloves should be replaced periodically, depending on frequency of use and permeability to the substance(s) handled. Gloves overtly contaminated should be rinsed and then carefully removed after use. Gloves should also be worn whenever it is necessary to handle rough or sharp-edged objects, and very hot or very cold materials. The type of glove materials to be used in these situations include leather, welder's gloves, aluminum backed gloves, and other types of insulated glove materials.

Careful attention must be given to protecting your hands when working with tools and machinery. Power tools and machinery must have guards installed or incorporated into their design that prevent the hands from contacting the point of operation, power train, or other moving parts.

The following is a guide to the most common types of protective gloves and the types of hazards they can guard against:

- a. Disposable Gloves – Disposable gloves, usually made of light-weight plastic, can help guard against mild irritants.
- b. Fabric Gloves – Made of cotton or fabric blends, are generally used to improve grip when handling slippery objects. They also help to insulate the hands from mild heat or cold.
- c. Leather Gloves – These gloves are used to guard against injuries from sparks or scraping rough surfaces. They are also used in combination with an insulated liner when working with electricity.
- d. Metal Mesh Gloves – These gloves are used to protect hands from accidental cuts and scratches. They are used most commonly by persons working with cutting tools or other sharp instruments.
- e. Aluminized Gloves – Gloves made of aluminized fabric are designed to insulate hands from intense heat. These gloves are commonly used by persons working molten materials.
- f. Chemical Resistance Gloves - These gloves may be made of rubber, neoprene, polyvinyl alcohol or vinyl, etc. The gloves protect hands from corrosives, oils, and solvents. The following table is provided as a guide to the different types of glove materials and the chemicals they can be used against. When selecting chemical resistance gloves, be sure to consult the manufacturers' recommendations, especially if the gloved hand will be immersed in the chemical.

Glove Chart			
Type	Advantages	Disadvantages	Use Against
Natural Rubber	Low cost, good physical properties, dexterity	Poor vs. oils, greases, organics. Frequently imported; may be poor quality	Bases, alcohols, dilute water solutions; fair vs. aldehydes, ketones.
Natural Rubber Blends	Low cost, dexterity, better chemical resistance than natural rubber vs. some chemicals	Physical properties frequently inferior to natural rubber	Same as natural rubber

Appendix A
General Guidelines for Choosing Protective Equipment (Continued)

Glove Chart (Continued)			
Polyvinyl Chloride (PVC)	Low cost, very good physical properties, medium chemical resistance	Plasticizers can be stripped; frequently imported, may be poor quality	Strong acids and bases, salts, other water solutions, alcohols
Neoprene	Medium cost, medium chemical resistance, medium physical properties	NA	Oxidizing acids, anilines, phenol, glycol ethers
Nitrile	Low cost, excellent physical properties, dexterity	Poor vs. benzene, methylene chloride, trichloroethylene, many ketones	Oils, greases, aliphatic chemicals, xylene, perchloroethylene, trichloroethane; fair vs. toluene
Butyl	Specialty glove, polar organics	Expensive, poor vs. hydrocarbons, chlorinated solvent	Glycol ethers, ketones, esters
Polyvinyl Alcohol (PVA)	Specialty glove, resists a very broad range of organics, good physical properties	Very expensive, water sensitive, poor vs. light alcohols	Aliphatics, aromatics, chlorinated solvents, ketones (except acetone), esters, ethers
Fluoroelastomer (Viton)	Specialty glove, organic solvents	Extremely expensive, poor physical properties, poor vs. some ketones, esters, amines	Aromatics, chlorinated solvents, also aliphatics and alcohols
Norfoil (Silver Shield)	Excellent chemical resistance	Poor fit, easily punctures, poor grip, stiff	Use for Hazmat work



Hazard Assessment Certification Form

Job Title: _____ Department/Division: _____

Work Location: _____ Supervisor's Name _____

Describe Each Task or Activity:	Hazard Associated with Task or Activity	Level, Size, Degree or Impact of Hazard

Hazard Assessment: Part of Body and Type of Protection Required: (Check all that apply)

- | | | | |
|-------------------------------|-----------------------------------|--|--|
| ☐ Head | ☐ Body | ☐ Face Shield | ☐ Ear Muffs/Plugs |
| ☐ Face | ☐ Hands | ☐ Goggles | ☐ Gloves |
| ☐ Eyes | ☐ Skin | ☐ Prescription Safety Glasses | ☐ Other _____ |
| ☐ Ears | ☐ Hard Hat | | |

Additional Requirements:

Person certifying assessment: _____
Print Name Signature Date