

Policy:

Ensure that maintenance personnel wear personal protective equipment as required to enhance job safety.

Prevailing Codes and Standards:

TJC EC .01.01.01

Procedure:

I. GENERAL REQUIREMENTS

- A. Head, eye, hand and foot protection are required in all areas where there is probable danger to the employee.
- B. Ear protection is required in high noise areas.
- C. Respiratory equipment is required where hazardous fumes, vapors, mists and dusts are present.
- D. All maintenance and power plant employees are required to wear safety shoes.
- E. Supervision reserves the right to require the use of safety equipment on specific jobs and in specific areas.
- F. Miscellaneous safety apparel will be furnished on an as needed basis, when approved for use by the Physical Plant.

II. EQUIPMENT

A. Safety Shoes

- 1. Employees required to wear safety shoes will not be allowed to work without safety shoes unless he has a doctor's certificate stating that he is not to wear them.
 - a. Certificates must be renewed annually.
 - b. Certificates must be filed in the Physical Plant Administrative office.
 - c. Athletic shoes may not be worn unless specifically required by the doctor and stated on the certificate.
- 2. The department shall furnish a maximum of one pair of safety shoes per year not to exceed \$100.00.
- 3. If shoes are damaged on the job, the supervisor may recommend an early purchase. This request must be approved by the Administrative Program Manager 2 and Foreman.
- 4. To obtain shoes, the supervisor will take the request to Plant Administration for approval and present it to the Safety Office.

5. The Safety Office will issue the employee another form that must be presented to the vendor at the time of purchase.
6. Shoes must be picked up from the vendor within ten (10) days from the date of the approved issue form.

B. Safety glasses

1. If the supervisor determines that an employee needs eye protection on a specific job, he can require the employee to wear safety glasses.
2. Physical Plant will provide regular safety glasses for the employee.
3. Prescription safety glasses can be obtained as follows:
 - a. Authorization slip must be signed by the supervisor, Plant Administration and presented to the Safety Office.
 - b. The Safety Office will provide the employee with a special prescription form to be filled out by an Optometrist and returned to the Safety Office. The examination must be paid for by the employee.
 - c. The glasses will be ordered by the Safety Office.
 - d. The employee will be contacted when the glasses come in.

C. Safety hats and gloves

1. Physical Plant will furnish safety hats and gloves to employees whose jobs require this type protective equipment.
2. Safety hats and gloves can be worn at the employee's discretion. However, the supervisor reserves the right to require their use on specific jobs.

D. Safety vests

High visibility safety vests must be worn when working within three feet of public roads or drives. Vests will be checked out from the tool room and assigned to an individual.

E. Back support belts

1. If an employee feels that his job duties warrant issuance of a belt, he should make a request through his immediate supervisor. This request must be approved by the Assistant Director for Maintenance or the Maintenance Manager.
2. Each employee issued a back support belt shall have the belt immediately available at all times during the work day, and shall wear and use the belt as required.

F. Equipment Maintenance Provisions

1. Expenses for replacement of equipment due to negligence or misuse are the responsibility of the employee.
2. The employee is responsible for maintaining his equipment in a clean, sanitary condition.
3. Any violation pertaining to safety equipment requirements is subject to disciplinary action.