



City of Waukesha HR Policy

E1 Personal Protective Equipment (PPE) formerly Safety Equipment

Purpose

~~The City of Waukesha desires to establish a uniform written policy regarding~~ The Safety **Personal Protective Equipment (PPE) policy should be provided and discussed with** ~~issued to employees for~~ **to insure** safe performance of the duties of their position.

Summary

This policy is written to promote the safety of the employees of the City of Waukesha. The City has personal protective equipment (**PPE**) available and/or issued to employees to provide a safe working environment. Common sense must be utilized to determine under what conditions the different equipment should be worn.

~~Some General Guidelines are as follows:~~

Hard Hats - shall **must** be worn when **there is potential for falling objects or any** overhead hazards ~~is present~~.

Proper Eye **and Face** Protection - shall be worn when sledging, hammering, sawing on metal or concrete, chipping, welding, grinding, drilling, working in dusty places, handling hazardous materials or chemicals, or any other operation where eye and **face** injuries may result.

Approved Hearing Protection - shall be worn where high noise levels exist. If you must raise your voice to be heard, you need hearing protection.

Foot Protection - shoes that are workwise and in serviceable condition for the operation to which the employee is assigned are required.

Approved Gloves - shall be worn when handling rough edge or abrasive materials when the work subjects hands to lacerations, puncturing or burns; **when handling chemicals; or when exposed to potential biohazards.**

Traffic Safety Vests - are to be worn when performing work adjacent to, or in traffic.

Approved Respirators - are to be worn when conditions warrant. Employees must eliminate facial hair that may interfere with proper fit prior to performing work requiring the use of respirators. (See Confined Space policy (**E-9**) ~~and negative pressure respirator policy statement~~)

Approved Harnesses - must be worn when a fall hazard is present and shall be used for no other purpose. ~~No other fall protection is applicable.~~

In order for ~~safety equipment~~ **PPE** to be effective it must be inspected periodically to assess its condition, it must be worn properly, and employees must comply with the orders and directions given to them by supervisors and ~~managers~~ **ment**.

The PPE listed below should serve as a guideline and is not all inclusive of every department's PPE needs. PPE requirements may vary by department and are based on need if involved in emergency operations.

1. ~~Safety Equipment~~ PPE is available or is issued to City employees as follows:

PUBLIC WORKS	
<p>STREET DEPARTMENT Superintendent Supervisor Crew Leader Heavy Equipment Operator Motor Equipment Operator I, II, III, IV Traffic Signal Maintenance II Mechanic/Welder Mechanic's Helper Maintenance Welder Stockroom Clerk Attendant Janitor</p>	<p><u>REQUIRED EQUIPMENT PPE</u> Safety Shoes footwear, Prescription safety glasses Safety glasses/Prescription safety glasses with side shields Type I and II Class 2 Traffic Safety Vests Hard Hats Fall protection-full body harness (TSM crew) Electrical protective gloves <u>AVAILABLE PPE</u> Hard hats Face shields Ear plugs/ear muffs Disposable dust masks Welding jackets or gauntlets Welding helmet with self-darkening lens Rain gear Gloves</p> <p>Safety footwear encouraged for Supervisors</p>
<p>WASTE CLEAN WATER TREATMENT PLANT Superintendent Manager Maintenance Supervisor Process Control Supervisor Operator Liftstation Maintainer Stockroom Attendant Pre-Treatment Coordinator Lab Tech SCADA Technician</p>	<p>Available in department for all employees: Hard Hats, Rain Gear, Gloves, Respirators</p> <p><u>REQUIRED EQUIPMENT PPE</u> Safety footwear Safety glasses/prescription safety glasses with side shields <u>AVAILABLE PPE</u> Chemical splash goggles Face shields Ear plugs/ear muffs Disposable dust maks Class 2 safety vests Chemical resistive vests Disposable coveralls Welding jackets or gauntlets</p>

<p>ENGINEERING City Engineer Engineer I, II, III Engineering Technicians I, II, III, IV, V</p> <p>PARKING Municipal Parking Supervisor Municipal Parking Clerk</p> <p>TRANSIT Manager Security Guard</p> <p>FIRE DEPARTMENT Chief Assistant Chief Deputy Division Chief Battalion Chief Lieutenant Firefighter Fire Inspector Code Enforcement Inspector Fire Marshall</p> <p>POLICE DEPARTMENT</p>	<p>Welding helmet with self-darkening lens Rain gear Gloves Electrical protective clothing and gloves Waders</p> <p>Available in the department for all employees: Safety glasses, gloves, hard hats, waders, respirators</p> <p>Safety shoes are encouraged but not required.</p> <p><u>REQUIRED EQUIPMENT PPE</u> Safety footwear <u>AVAILABLE PPE</u> Hard Hats Non-prescription safety glasses Ear plugs Hard hats Class 2 safety vests Rain gear Gloves Disposable dust mask Ice cleats</p> <p>Available in the department for all employees: Safety glasses/prescription safety glasses, Type II Traffic Safety Vests</p> <p><u>AVAILABLE PPE</u> Non-prescription safety glasses Hearing protection Hard hat Class 2 safety vest</p> <p><u>REQUIRED PPE</u> Class 2 safety vests <u>AVAILABLE PPE</u> Class 2 safety jacket (winter)</p>
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<p>Chief Deputy Chief Captain Lieutenant Sergeant Specialist Detective Officer Custodian</p>	<p><u>REQUIRED EQUIPMENT PPE</u> Turn out coat, pants, boots Helmet with eye shield, hood and gloves Self Contained Breathing Apparatus (SCBA) Safety glasses/ prescription safety glasses</p>
<p>PARKS, & RECREATION & FORESTRY FORESTRY Division Forester Supervisor Crew Leader Assistant Supervisor Mechanic Arborist</p>	<p><u>REQUIRED EQUIPMENT PPE</u> Safety glasses/prescription safety glasses Hearing protection when needed</p>
<p>GROUNDS MAINTENANCE Division Supervisor Crew Leader Assistant Supervisor Maintenance Worker</p>	<p>Safety shoes footwear encouraged but not required. Ballistic vests and tasers are required for must be worn by uniformed personnel Plain clothes personnel must use ballistic vests when acting as first responders when on scene or responding to calls</p>
<p>BUILDING MAINTENANCE Division Supervisor Crew Leader Assistant Supervisor Maintenance Worker Custodian</p>	<p><u>REQUIRED EQUIPMENT PPE</u> Safety glasses/prescription safety glasses Hearing protection Hard hats, gloves Class 2 Type II Traffic safety vests Fall protection-full body harness Safety shoes footwear</p>
<p>BUILDING INSPECTION All Employees Inspectors</p>	<p><u>REQUIRED EQUIPMENT PPE</u> Safety glasses/prescription safety glasses Available in the department for all employees: Hard hats, hearing protection, respirators Safety shoes footwear are is encouraged but not required</p>
<p>CEMETERY Caretaker I Crew Leader Caretaker II Groundskeeper Grounds Maintenance</p> <p>PARK & REC, POLICE DEPARTMENT</p>	<p><u>REQUIRED EQUIPMENT PPE</u> Safety glasses/prescription safety glasses Available in the department for all employees: Hard hats, hearing protection, respirators Safety shoes footwear are is encouraged but not required</p>

<p>LIBRARY, CITY HALL Custodian</p> <p>Print Shop Coordinator</p>	<p>REQUIRED EQUIPMENT PPE Safety glasses/prescription safety glasses Available in the department for all employees: Hard hats, hearing protection, respirators Safety shoes are footwear is encouraged but not required</p> <p>REQUIRED EQUIPMENT PPE Safety glasses/prescription safety glasses Hard hat, hearing protection (industrial sites) Safety vests Safety shoes are footwear is encouraged but not required.</p> <p>REQUIRED EQUIPMENT PPE Safety shoes footwear Safety glasses/prescription safety glasses</p> <p>REQUIRED EQUIPMENT PPE Gloves Safety shoes footwear Safety glasses/prescription safety glasses</p> <p>REQUIRED EQUIPMENT Safety glasses/prescription safety glasses Safety shoes</p>
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2. Prescription Safety Glasses

The City shall provide the following ~~reimbursement~~ to the positions listed as requiring safety ~~prescription~~ glasses prescription lenses as per the following: Where an employee's job requires eye protection for safe performance of duties, the City will cover the following costs:

The City will pay for up to ~~\$120~~ \$150 of the initial ~~prescription~~ safety glasses expense. and up to ~~\$100~~ of the glasses expense every two years thereafter. All examination costs incurred will be paid in conformance with the City's health insurance coverage. All prescription safety glass costs shall be submitted to the Human Resources/Payroll Department for reimbursement

through payroll. Upon a change in prescription, an employee may seek reimbursement for a new pair of prescription safety glasses after providing documentation from a medical provider which confirms the change in prescription. This information should be forwarded to the Human Resources Department for review and approval.

When prescription safety eye glasses are damaged or destroyed in the performance of an employees' job duties, they shall be replaced 100% paid by the City.

All other employees where performance of their position occasionally requires eye protection, shall use "visitor spectacles" or non-prescription safety glasses which are available in their department.

3. Safety Shoes Footwear

~~The opportunity exists for regular full and part time employees whose job requires or where the City encourages the wearing of safety shoes footwear to purchase safety shoes footwear as per the following:~~

Where the City determines an employee's job requires or encourages the wearing of safety shoes footwear, it will pay up to one hundred fifty dollars (\$150.00) toward the cost of a one pair of City approved safety work shoes footwear annually. (Reimbursement on an annual basis will be based by the date of purchase) ~~The maximum payment will not exceed one hundred dollars (\$100.00) every two (2) years. However, employees may be reimbursed up to seventy five (\$75.00) for additional pairs of safety shoes when the employee's supervisor certifies that the employee's safety shoes are no longer suitable for their intended purpose and the employee returns such safety shoes to the supervisor.~~

Reimbursement for safety shoes footwear is not available for seasonal or limited term employees.

4. Payment and Reimbursement Recovery

Reimbursement to the City of the cost of prescription safety glasses and/or safety shoes footwear shall not be required if an employee remains in the employ of the City for at least twelve (12) months following the date of purchase. Should an employee leave employment within twelve (12) months after the date of purchase, reimbursement shall be pro-rated and deducted from the employee's final direct deposit.

5. Conclusion

~~The provisions of this policy regarding safety equipment are general guidelines and are not to be considered as all inclusive.~~

The contents of this policy should not be considered as a substitute for any federal or state provisions/regulations as they relate to safety and health.

Safety equipment PPE other than prescription safety glasses and safety shoes footwear are property of the City of Waukesha and shall be returned to the City upon termination.

~~Amendments, additions, or deletions may only be made upon recommendation to the Human Resources Committee and subsequent passage by the Common Council.~~

Approved this _____ day of _____, 2020.

Passed this _____ day of _____, 2020.

Mayor

ATTEST:

City Clerk/Treasurer