

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: SAFETY PERSONAL PROTECTION EQUIPMENT	Issued: 12/13/12 9/9/21	No: E-1
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The Waukesha Public Library 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 safe performance of the duties of their position.

This policy is written to promote the safety of the employees of the Waukesha Public Library. The Library 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 hazard 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 type of work subjects one's 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 Safety Belts and 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 ~~management~~ **managers.**

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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.

REQUIRED LIBRARY (PPE) EQUIPMENT:

Gloves

Safety footwear ~~shoes encouraged, but not required~~

Safety glasses/prescription safety glasses

Prescription Safety Glasses

The Library will pay for up to \$150 of prescription safety glasses expense. All examination costs incurred will be paid in conformance with the Library's/City's health insurance coverage. All prescription safety glass costs shall be submitted to the Human Resources/Payroll Department for reimbursement through payroll.

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

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

Safety Shoes Footwear

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

Where the Library determines an employee's job requires **or encourages** the wearing of safety shoes, the Waukesha Public Library will pay up to one hundred **fifty** dollars (\$150.00) toward the cost of **a one** pair of Library 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) every two (2) years. However, employees may be reimbursed up to seventy five dollars (\$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 is not available for seasonal or limited term employees.

Payment and Reimbursement Recovery

Reimbursement to the Library of the cost of prescription safety glasses and/or safety

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~~shoes footwear~~ shall not be required if an employee remains in the employment of the Library 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.

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 Waukesha Public Library, and shall be returned to the Library upon termination.

~~Amendments, additions, or deletions may only be made upon recommendation to the Waukesha Public Library Human Resources Committee and subsequent passage by the Library Board.~~

Adopted by the Library Board
~~December 13, 2012~~ September 9, 2021