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	GUIDANCE DOCUMENT	IDENTIFIER	EFFECTIVE DATE		
		10118	04/01/2010		
		SUPERCEDES	DATED		
		10118	03/21/2005		
RESPONSIBLE ORGANIZATION:		Safety and Security Administration			
SUBJECT:	Personal Protective Equipment (PPE) Policy				

Purpose:

To establish minimum acceptable standards for the wearing of Personal Protective Equipment (PPE) when involved in field activities.

Responsibility: Action:

Employer

1. Provide all employees with the appropriate PPE, in accordance with this policy, to safely accomplish each task assigned.
2. Require employees to wear PPE prescribed by all applicable Michigan Occupational Safety and Health Administration (MIOSHA) Standards, rules, etc., and good safety practices.
3. Ensure that equipment which is worn in direct contact with the skin is sanitized before being reused by others.

Supervisor


1. Ensure that PPE is issued to employees.
2. Ensure that training is provided on the use of the PPE.
3. Enforce the use of the PPE.
4. Monitor the condition of an employee's PPE and arrange for replacement.
5. Monitor the treatment, cleaning, and storage of PPE.
6. Ensure that work areas in the facility are signed and/or marked as to any specific PPE requirements.
7. Ensure that prescription safety glasses are ordered in a timely manner for employees needing prescription safety glasses.
8. Ensure that training records and other documents regarding employee knowledge and use of PPE are maintained.

Failure to carry out these responsibilities may result in disciplinary action.

Employee

1. Comply with all safety policies/regulations/standards and practices of MIOSHA and MDOT.
2. Wear PPE in all designated areas (labs, field activities, etc.) or when otherwise directed to do so.
3. Properly care for, clean, and store their PPE.
4. Immediately report to supervisor if PPE is lost, damaged, or needs replacing for any reason.
5. Request guidance from their supervisor, in special situations, when in doubt on the proper use or application of the PPE.


Failure to carry out these responsibilities may result in disciplinary action.

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Standards and Information:

Eye Protection

1. Eye protection is a device used to protect eyes from injury by physical and chemical agents or by radiation (i.e., safety eye glasses, goggles, face shield).
2. Safety glasses worn by employees must meet the current American National Standards Institute (ANSI) Z87.1 standards.
3. The use of safety sunglasses is prohibited inside buildings or other areas where there is insufficient lighting. The use of photosensitive lenses for safety glasses is not permitted by MDOT.
4. Eye protection must be worn outdoors while engaging in, inspecting, or observing any work activities, in building areas marked requiring eye protection, and in any activity where there is a chance of an eye injury.
5. Safety glasses must be equipped with permanent or integral side shields to eliminate the possibility of projectiles from entering the sides of the glasses.
6. Depending on the type of work being performed, safety glasses with side shields may not be enough protection. Examples of hazards requiring the use of face shields and/or goggles along with safety glasses with side shields include the following:
 - a. Chemical splashes and vapors in areas where chemicals are mixed or poured; and batteries are handled.
 - b. Flying fragments, large chips, particles, sand, and dirt from work involving chipping, grinding, machining, masonry cutting, blasting, and sanding.
 - c. Burns from hot sparks with work involving hot materials, electrical work, gas cutting, or welding.
 - d. When grinding, chipping, or cutting, to eliminate any flying fragments from finding an opening into the eye or under regular safety glasses.
7. When cutting or welding metal, welding goggles or a welding helmet with a tinted window must be worn.
8. A mesh window, in place of a face shield, can be worn during work involving brush cutting, clearing, and debris pick-up.
9. Contact the MDOT Safety and Security Administration for current process information on the purchase of prescription safety eyewear.


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Head Protection

1. As defined by MIOSHA, a safety hard hat is a helmet which is held in place on the head by approved suspension and is worn to provide protection for the head against impact, flying or falling objects, electrical shock, or any combination thereof. The hard hat must be certified by the manufacturer that it complies with ANSI Standard Z89.1, Type 1.
2. Head protection must be worn outdoors while engaging in, inspecting, or observing work activities; in building areas marked as requiring head protection and by all personnel engaged in any activity where there is a hazard from falling or flying objects, or other harmful contacts, or exposures to head injury.
3. Hard hats do not have to be worn when inside a vehicle, or inside a fully enclosed cab, but must be worn when operating any other equipment.
4. Bump caps (which offer limited protection) are authorized only for mechanic foremen and mechanics while working in shop areas or for employees who work inside of bridges in which there is no risk of falling or flying objects.
5. Hard hats must not be deliberately damaged, physically altered, or painted (shell becomes brittle) and must be worn as intended. Hard hats with laminated covers or shells, which fully cover the exterior of the hard hat, shall not be worn.
6. No other headgear may be worn under a safety hard hat which interferes with its proper fit (e.g.: baseball style caps), except for an approved hard hat liner or bandana.
7. Hard hats and internal webbing shall be inspected periodically and replaced as needed.
8. Vented hard hats (rated Class C for conductive) shall not be worn when working with, near, or around electrical equipment.

Foot Protection

1. Foot or toe protection is a device such as, but not limited to, safety toe footwear, toe protectors, or foot guards that protect the foot or toes against injury. Safety toe footwear consists of either a steel or composite cap built in the boot. All approved safety toe footwear will bear a mark to show the manufacturer's name or trademark, shall be labeled with the ASTM F2413-05, and have an impact rating of I-75. (Older footwear bearing the ANSI Z41 standard is still acceptable.)
2. Foot protection must be worn by all personnel engaging in, inspecting, or observing field operations, in building areas requiring foot protection and in any activity where there is a hazard for foot injury. Employees requiring foot protection must wear safety toe boots with a 6-inch or higher top. Exceptions must have written approval from the MDOT Safety and Security Administration based on a complete hazard assessment.
3. Additional foot protection, such as metatarsal guards, may be required when operating air hammers and other work which could cause injury to other areas of the foot.

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4. Footwear shall be maintained without holes due to rips or tears which will reduce the intended protection.
5. When a hazard is created by chemicals or other irritants which could cause injury or impairment to the feet by absorption, rubber boots must be worn over the safety footwear. When working with hazardous substances, Material Safety Data Sheets (MSDS) should be consulted as to any recommendations for foot protection.

Hand Protection

1. Hand protection are devices used to protect the hands from cuts, bruises, abrasions, dusts, vapors, moisture of hazardous substances, and corrosive liquids. The appropriate gloves should be worn for the task.
2. Loose fitting or gauntlet gloves shall not be worn around equipment which could catch on the glove (i.e., brush chippers, drills, or other rotating/moving pieces of equipment).
3. When working with liquids or doing electrical work, appropriate rubber gloves shall be worn. Electrical work requires rubber insulating gloves and is covered in MIOSHA Construction Standard, Part 6, as to type and testing requirements. Guidance for using rubber/neoprene gloves when handling chemicals can be found in the MSDS for the particular substance.

Hearing Protection


Employees who are subjected to intense noise levels must wear hearing protection. However, anyone with a hearing loss must wear appropriate hearing protection to conserve their hearing. When operating equipment such as air hammers, chain saws, or any other equipment which is louder than normal city noises, hearing protection must be worn. There are two types of hearing protection provided by MDOT: (1) ear muffs and (2) ear plugs. These protectors are rated by their noise attenuation and expressed as to the amount of decibels that can be reduced (referred to as the Noise Reduction Rating or NRR). For additional protection, ear plugs and ear muffs can be worn together.

Safety Vests

MDOT issues an ANSI 107 Class 2 safety vest that is fluorescent yellow-green with reflective stripes that must be worn over a shirt, jacket, coveralls, or other appropriate upper body clothes when:

1. Performing, inspecting, or observing work within the right-of-way of the road.
2. As required by the Federal Highway Administration's Final Rule on Worker Visibility, 23 CFR Part 634.
3. Regulating traffic as described in the Michigan Manual of Uniform Traffic Control Devices, Part 6.
4. Performing or inspecting work that would cause the employee to periodically be exposed to vehicle traffic or construction equipment.

A tear-a-way version of the MDOT vest should be worn when working around chippers and augers or other equipment in which there is a chance of entanglement.

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Other high visibility clothing options may be available through MDOT. Please contact the MDOT Safety and Security Administration for additional information.

Chain Saw Chaps or Leggings

Employees must wear chain saw chaps or leggings when operating a chain saw, except when operating from a bucket of an aerial lift.

Respirators

1. Respiratory protective devices vary in design, equipment specifications, application, and protection capability. Proper selection depends on the substance involved, conditions of exposure, human capabilities, and equipment fit. Respirators must be National Institute for Occupational Safety and Health (NIOSH) certified.
2. Refer to the MDOT Respiratory Protection procedure for more detailed information. The procedure can be found on connectMDOT at the Safety and Security Administration web page.

Protective Clothing

1. Protective clothing ranges from the clothes worn to work to a special chemical resistant body suit. The type of protective clothing that is to be worn depends on the weather, materials being used, and job being performed. When working with hazardous materials, a review of the MSDS for any matter to which employees are exposed will help to determine what protective clothing should be used.
2. Clothing with a high content of polyester and nylon should not be worn near a source of flame, spark, hot surface, or material that could ignite or melt the clothing.
3. Generally, it is good to cover as much of the body as possible to protect against scrapes, burns, punctures, or even the harmful effects of the sun. All employees will be required to wear a shirt and full-length pants when involved in field activities.
4. Employees shall not wear clothes such as shorts or cut-offs, skirts, tank top shirts, halter tops, clothes with holes in them, or clothes with flammable materials (oil and grease) on them when involved in field activities. Loose fitting clothes shall not be worn when working with or near machinery.
5. When operating or in close proximity to equipment, jewelry on hands and wrists shall be removed or covered, necklaces tucked in, dangling earrings removed, and long hair pulled back.
6. The above list is not all inclusive of the types of prohibited clothing but are examples of clothing that are not suitable for activities performed at MDOT.

Additional PPE

Other PPE may be required for specific jobs. Be certain that you review any concerns regarding the appropriateness of the PPE to be used with your supervisor. A PPE assessment may be required to evaluate the job and the type of PPE required. Contact the MDOT Safety and Security Administration for assistance in conducting an assessment.