



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 3.1
TO: All City Employees (excluding Police personnel)
FROM: Marsha I. Grigsby, City Manager 
SUBJECT: Safety Apparel and Personal Protective Equipment
DATE: February 21, 2014
Supersedes and Replaces Administrative Order 3.1 dated 04/20/11 Regarding Same Subject.

I. PURPOSE

The purpose of this Administrative Order is to establish a policy governing the issuance and usage of safety apparel, foul weather gear, and personal protective equipment by all City employees. The City will provide affected employees appropriate occupational personal protective equipment (PPE) based on hazard assessment, training, and design to further reduce or eliminate present or likely identified hazards. This Administrative Order serves as a PPE guide, however, specific policies within each work unit are governed by Occupational Safety and Health Administration (OSHA) rules and regulations. Please refer to the personal protective equipment written policies in the City of Dublin Employee Safety and Health Policies and Programs Manual for additional information. This manual is located in each director's office and the office of the Risk Manager/Safety Administrator. Questions regarding this Administrative Order should be directed to the Risk Manager/Safety Administrator.

II. POLICY

It shall be the policy of the City that all personnel of the City of Dublin, performing their assigned job duties, wear appropriate safety apparel, foul weather gear, and PPE when necessary.

It shall also be the policy of the City to furnish or provide an allowance for safety apparel, foul weather gear, and personal protection equipment to City employees. The items to be furnished and/or provided by the employee are shown in Attachment A. *Attachment A serves as a guide only.* Additional PPE may be required depending on hazard assessment of performed tasks

III. GENERAL REQUIREMENTS

- A. All PPE shall be provided, used and maintained in a sanitary and reliable condition, as necessary to protect employees.
- B. Where employees provide their own equipment, the employee's supervisor shall assure its adequacy, including proper maintenance and sanitation of such equipment.
- C. PPE shall be of safe design and construction.
- D. Defective and damaged PPE shall not be used.
- E. Each employee's supervisor shall conduct a hazard assessment that identifies present or likely to be present hazards which necessitate the use of PPE. The hazard assessment must be a written certification.
- F. Each employee's supervisor shall ensure that the employee is properly trained in the use of applicable PPE.

IV. TRAINING

- A. The first line Supervisor shall train each employee who is required to use PPE. Training shall consist of at least:
 - (1) When PPE is necessary;
 - (2) What PPE is necessary;
 - (3) How to properly don, doff, adjust and wear PPE;
 - (4) Limitations of PPE;
 - (5) Proper care, maintenance and disposal of PPE.
- B. Each affected employee shall demonstrate an understanding of the training prior to being allowed to perform work requiring the use of PPE.
- C. Retraining is required any time the employer has reason to believe that the affected employee, who has already been trained, does not have the understanding and skill required. Circumstances requiring retraining include, but are not limited to:
 - (1) Changes in the workplace which render previous training obsolete;
 - (2) Changes in the types of PPE to be used render previous training obsolete;
 - (3) Inadequacies in the affected employee's knowledge of use or assigned PPE indicate the employee has not retained the required understanding or skill.
- D. The Supervisor shall certify the training in writing on a City of Dublin Training Roster and forward to the Risk Manager/Safety Administrator.

V. ITEMS TO BE FURNISHED

It shall be the policy of the City to provide each employee, who has field responsibilities with safety apparel and personal protection equipment. *Attachment A* specifies the safety apparel and personal protection items that will be furnished to each classification/crew. Performance factors that should be considered when selecting the best footwear are slip, oil, abrasion, chemical, waterproof, and heat exposure. The following specifications should be used when purchasing PPE.

- A. 1 pair of steel-toe/composite toe safety shoes (which must meet ASTM F2412-11 and ASTM F2413-11 standards). Style of footwear shall be designated and approved by the employee's Director, however, the following styles of footwear are prohibited:
- Tennis-shoe
 - Elastic ankle support
 - Hiking boot (lower than $\frac{3}{4}$ height)
 - Camouflage below the ankle
 - Cowboy style boots
 - Motorcycle style riding boots

Only $\frac{3}{4}$ height or higher footwear shall be allowed. The City will provide an annual allowance or will provide a method for purchase of boots, depending on job classification and employment status, as outlined in Section IX of this document. In some situations, electrical conductive or insulating safety footwear shall be paid for by the City. Steel-toe tennis shoes are not authorized. (Exceptions to this steel toe tennis shoe provision may be authorized by the Director if the employee submits a written doctor's recommendation as to a specific style of shoe.)

- B. 1 rainsuit (coat and pants) that complies with the CLASS 3 requirements of ANSI /ISEA 107- 2010 standards for design and reflectivity. Rain suits shall be replaced on an "as needed" basis, as determined by the Director.
- C. Safety vests that comply with the CLASS 2 requirements of ANSI /ISEA 107-2010 standards for design and reflectivity. Safety vests shall be replaced on an "as needed" basis, as determined by the Director.
- D. Upon Director approval, employees that are required to work on or near energized equipment may be provided with additional (insulating) personal protective equipment, insulating and shielding materials, and insulating tools. Insulating personal protective equipment and tools shall be replaced on an "as needed" basis, as determined by the Director.
- E. Once every 3 years the City will provide reimbursement for prescription safety glasses, as needed and with proper supporting documentation, to employees who are required to wear safety glasses in the performance of their job duties. The cost to the City shall not exceed \$175.00. Prescription safety glasses must

have permanent side shields and be ANSI Z87.1-2003 or 2010 compliant (stamped on side of glasses)

F. The purchase, issuance, wear, etc, of Overalls, Jackets, Coat, and other Outerwear is governed by Administrative Order 2.5.

VI. USAGE OF SAFETY EQUIPMENT

Wearing safety footwear, a safety vest and a safety hat (when working near exposed electrical conductors or where falling hazards are present) while on duty in the field is required. All safety apparel, foul weather gear, or PPE provided or purchased by the City shall be used strictly for City business; personal use of City-provided safety apparel, foul weather gear, or PPE shall be prohibited. Any employee engaging in the personal use of such City-provided items may be subject to disciplinary action.

The upkeep and care of shoes are the responsibility of the employee. Shoes that are lost, stolen or damaged unrelated to the employee's job would be replaced at the employee's expense.

Replacement is warranted, by the employee, when the shoes soles or uppers show signs of failure, dry rot, visible holes or cracks in the sole/upper section of the shoe and general wear.

VII. LOSS OF CITY-PROVIDED FOUL WEATHER GEAR

Should the employee lose the Class III ANSI/ISSEA rainsuit the employee shall be required to reimburse the City directly for the cost of such items or the City shall deduct the cost of such items from the employees' wages/salary to the maximum amount permitted by federal and state law. At the time of issuance of such items, the employee shall be required to sign attachment C, the "Agreement" form indicating that the employee agrees to reimburse the City for the cost of such lost items or to such payroll deduction.

VIII. SEPARATION FROM EMPLOYMENT

Upon separation from employment, the employee must return all City Provided/Purchased safety apparel, foul weather gear, and PPE. Should the employee fail to return all such items, the City may deduct the costs of such items from the employee's final paycheck to the maximum extent permitted by federal and state law. (At the time of issuance of all City Provided/Purchased safety apparel, foul weather gear, and PPE, the employee shall be required to sign the attached "Agreement" form indicating that the employee agrees to such payroll deduction.)

IX. PURCHASING PROCEDURES

The specified safety apparel/personal protective items shall be purchased through the following procedures:

A. **Allowance (footwear only - full-time and permanent part-time non-union employees as listed below)**

The employees listed below shall receive an annual allowance of \$160 for the purchase of the appropriate steel-toed protective footwear as defined in Section V (A) of this Administrative Order. The allowance will be paid in the second paycheck received in the calendar year. This allowance amount applies to: Building Inspector, Senior Building Inspector, Code Enforcement Officer, Code Enforcement Supervisor, Electrical Inspector, Engineering Assistant, Engineering Project Coordinator, Engineering Project Inspector, Landscape Inspector, and Zoning Inspector (full time and permanent part time).

Allowance (footwear, all non-specialty gloves and winter outerwear – USW bargaining unit employees and non-union employees as listed below)

The employees listed below shall receive an annual allowance of \$450 for the purchase of the appropriate steel-toed protective footwear as defined in Section V (A) of this Administrative Order, all non-specialty gloves (mechanic's gloves, leather gloves, and all other gloves issued to all bargaining unit employees), and all winter outerwear as described in A.O. 2.5. The allowance will be received in a separate check on the second regularly scheduled pay date in the calendar year. This allowance amount applies to: Assistant Forester, Assistant Horticulturist, Crew Supervisor, Custodial Worker, Electrical Worker, Maintenance Worker and Mechanic.

Provision of footwear/gloves/outerwear for professional and managerial staff

Professional and managerial staff will not be provided an allowance for footwear, gloves and winter outerwear, but will be provided the appropriate footwear, gloves and winter outerwear by their Division based on need in relation to the nature of their position. Replacement of such items shall be on an "as needed" basis.

Provision of footwear for seasonal and/or casual employees

Protective footwear that is provided to seasonal or casual employees will be purchased by the City from a vendor identified by the City, and will be selected by the City. The cost of that footwear will be deducted from the final paycheck of any employee who works for the City for less than ninety days. Alternatively, the Division Director may elect to reimburse seasonal or casual employees for the purchase of appropriate footwear after ninety days of employment with the City.

Purchase Order (personal protective items)

Specified safety apparel/personal protective items may be purchased by City Purchase Order by the authorized personnel. Employees in need of the specified items should first get authorization from their Director prior to the purchase; a purchase requisition should then be initiated by the authorized personnel.

X. INSPECTION OF FOOTWEAR

All employees required to wear PPE steel-toe/composite toe safety shoes will be subject to random inspections by the Risk Manager and supervisors to ensure footwear is in satisfactory condition.

If the employee's footwear is found to be defective, unsafe or otherwise non-compliant, the employee is subject to disciplinary action for violation of City of Dublin safety rules and regulations. Employees will be removed from operations until footwear is replaced with acceptable personal protective equipment and approved by their respective supervisor.

[Attachment A – Personal Protective Equipment and Safety Gear](#)



Attachment B

SAFETY SOLUTIONS, INC. PPE PURCHASE ORDER

The City of Dublin allows _____ to purchase items listed below by City purchase order. The employee must show proof of identification prior to the purchase in order to receive employer discount. The employee is to attach a signed copy of the order form with the receipt of purchase to this form and return it to their Supervisor. Style of footwear shall be designated and approved by employee's Director. (No tennis shoes). Only ¾ height or higher footwear shall be allowed.

I, _____ hereby acknowledge and agree that if I resign my position with the City of Dublin within the first 90 days of my employment, the City of Dublin is authorized to deduct the total cost of the footwear I received from my last payroll check.

ITEM

Employee Signature

Supervisor Signature

Date



Attachment C

AGREEMENT TO REIMBURSE THE CITY FOR LOST FOUL-WEATHER GEAR AND THE FAILURE TO RETURN ALL CITY-PROVIDED SAFETY APPAREL AND PERSONAL PROTECTIVE EQUIPMENT (PPE) UPON SEPARATION

I hereby agree that should I lose the City-provided Class III ANSI / ISSEA rain suit or "rubber over the shoe" boots during my employment with the City of Dublin, I will reimburse the City for the cost of such items, or the City may deduct the cost of such items from my wages or salary to the maximum amount permitted by Federal and State Law.

I further hereby agree that upon separation of my employment with the City of Dublin, I shall return all City-provided safety apparel, foul weather gear, and PPE. Should I fail to return all such items, the City may deduct the cost of such items from my final paycheck to the maximum amount permitted by Federal and State Law. Should there be an insufficient amount in my final paycheck to cover the cost of all such items, I understand an invoice will be sent to me for payment of the remaining amount.

Employee's Printed Name

Position Title

Employee's Signature

Date