OCCUPATIONAL SAFETY & HEALTH

SAFETY FIRST

STANDARD

Number	Reference
STD96015	OSHA 1910.134-136 and 1926.100-103
Effective Date	**Revision Number**
January 1, 1997	2
Number of Pages	**Revised Date**
6	August 22, 2002

BE CAREFUL

THE BEST SAFETY DEVICE IS A CAREFUL WORKER, GET THE SAFETY HABIT

PERSONAL PROTECTIVE EQUIPMENT

A. PURPOSE

To establish minimum standards for use of Personal Protective Equipment (PPE) for ODOT employees.

B. GUIDELINES

GENERAL

1. A written Hazard Assessment **shall** be used to determine what PPE is required to be worn for each job tasks that require the use of PPE. (Use Attachment "A")
2. Minimum general clothing requirements for all ODOT employees performing field work or who work in general production areas such as the ODOT laboratory:
   - Shirts, from point of shoulder which cover the entire torso, will be worn at all times.
   - Pants are required which cover legs to ankle.
   - The basic boot or shoe shall be appropriate for the situation. At a minimum, ODOT employees should wear footwear which conforms to the following minimum criteria:
     - Completely enclosed - no open heels or toes, and no open tops.
     - Uppers - leather or water resistant materials, no canvas or cloth.
     - Soles - must provide good footing/traction.
     - Should provide ankle support/covering
     - Heel -not to exceed two inches in height and have a base at least 1-1/2 inches in width.
3. For any chemical use always check the manufacture's MSDS to determine proper PPE.
4. Defective or obsolete PPE shall be immediately removed from service and replaced with new equipment.
5. Contractors performing work on ODOT controlled job sites are required to meet or exceed OR-OSHA requirements.
6. Loose fitting clothes or jewelry will not be worn around moving machinery, grinding operations, etc.
7. Hair that could come in contact with or be caught in machinery will be protected by a hard hat or hair net.
8. PPE shall be stored in a manner that it will stay clean & hygienic.

EYE & FACE PROTECTION

1. ANSI approved eye & face protection shall be worn anytime the nature of the work and/or the location of the work presents potential eye or face injury from physical, chemical, bloodborne pathogen, or radiation agents, based upon a work site hazard assessment and or manager's evaluation.
2. Face and eye protection shall be kept clean and in good repair.
3. Each employee working in an area requiring the use of safety glasses that may need prescription lenses, may purchase safety glasses from an optical vendor of their choice and at their expense. Check with local Safety Manager for vendors who give price breaks.

HAND PROTECTION

1. Special protective gloves shall be worn when hands are exposed to electrical hazards, extreme heat, toxic/corrosive chemical, or bloodborne pathogens.
2. Chemical resistant gloves appropriate for the task must be worn when exposed to toxic/corrosive chemicals.
3. Regular work gloves will be worn in all other activities which may result in injury based on a hazard assessment

HEAD PROTECTION

1. Employees working in areas where there is a possible danger of head injury from impact, from falling or flying objects, or from electrical shock and burns, shall be protected by approved hard hats Colors are fluorescent yellow-green, yellow, orange, or bright white. Metal hats are not allowed.. All hard hats will be stamped ANSI Z89.1-1997 or ANSI Z89.1-1986 The storeroom stocks a ANZI Z89.1-1997 type II, class E,G baseball style hard hat with ODOT's logo meeting all safety requirements. If buying outside of the storeroom the hard hats will have to be stamped with either one of the ANSI numbers and be designed for the hazards present. (See attachment "B" for description of type & class of ANZI Z89.1-1997 hard hats---and examples where hard hats are to be worn.) **NOTE: Hard hats shall be replaced when determined by inspection that the shell or the suspension is not serviceable.**
2. ODOT issued or approved soft caps may be worn instead of hard hats in work areas not involving possible falling or flying objects, or electrical shocks or burns.

- Three types of soft caps will be allowed: solid cloth baseball caps and knit stocking caps for winter wear, and mesh baseball cap for summer wear. These caps shall be strong orange, strong red, strong yellow, bright white, strong yellow-green or fluorescent versions of these colors and have the ODOT logo on the front. NOTE: Caps shall be replaced when fading or dirt minimizes their visibility.
- Either an approved soft cap or hard hat must be worn while on or adjacent to the roadway, **(adjacent to the roadway is defined as:** within 15ft.of the roadway that is improved, designed or ordinarily used for vehicular travel, including paved shoulder) or when indicated by a written hazard assessment.
- **Options; In the summer, ODOT will provide a wide rim soft hats, safari attachments that fit all caps and hats, and sunscreen (with a SPF 15 or better). These options will provide better protection to the head, ear, and neck areas from repetitive sun-exposure.**
- **The wide rim soft hat styles are predetermined by ODOT and come with the approved logo and color when purchased.**

FOOT PROTECTION

1. Approved safety (ANSI Standard) shoes with toe protection shall be worn by employees who routinely lift or work with heavy objects.
2. Employees who work in the field/production areas shall wear boots or shoes that meet the following minimum requirements:
   - Completely enclosed - no open heels or toes, and no open tops.
   - Uppers - leather or water resistant materials, no canvas or cloth.
   - Soles - must provide good footing/traction.
   - Should provide ankle support/covering
   - Heel - not to exceed two inches in height and have a base at least 1-1/2 inches in width
3. Managers will consult with their Region/ Division Safety Managers before approving ANSI approved safety shoes with toe protection. This will provide statewide consistency in the payment of the safety shoe allowance to the employees.

VISIBILITY

1. **Flaggers or night work** – A retro-reflective safety vest, jacket or shirt is required when flagging or doing night work. Vests, jackets or shirts shall be orange, yellow, strong yellow-green, or fluorescent version of these colors. The retro-reflective material shall be orange, white, silver, strong yellow-green, or a fluorescent versions of these colors, nighttime flagging requires visibility at a minimum of 1000ft. and visible through the full range of body motions. **(All upper garments that are not purchased through the ODOT storeroom shall meet and be labeled ANSI 107-1999----Class II.)** For additional protection, bright white coveralls clothing is allowed for extra illumination under a retro-reflective safety vest, jacket or shirt.

2. **Work clothes** – All field employees working on or adjacent to the roadway (**adjacent to the roadway is defined as**: within 15ft.of the roadway that is improved, designed or ordinarily used for vehicular travel, including paved shoulder), shall wear a upper body garment when doing work in the daytime that is strong orange, strong red, strong yellow, strong yellow-green, or florescent version of these colors when doing non-flagging work or employees may wear their retro-reflective vest. (**All vest that are not purchased through the ODOT storeroom shall meet and be labeled ANSI 107-1999---- Class II.)**

OTHER PPE REQUIREMENTS

See S&H Manual for other specific program requirements such as: The Respirator Program and Hearing Conservation Program

** **Note**: Backbelts are not recommended for use. The National Institute for Occupational Safety and Health's (NIOSH) report to OSHA does not recommend the use of back belts for preventing job-related musculoskeletal injuries of uninjured workers.

C. ROLES & RESPONSIBILITY

Employee

1. Employee shall follow requirements as outlined in the "PPE Hazard Assessment Worksheet document (Attachment "A"), developed within their assigned work sections, and ODOT standards.
2. Employees shall inspect and test any PPE prior to its being used and change PPE as necessary to maintain proper protection from potential hazards.

Manager

1. Managers/Supervisors shall ensure this safety standard is implemented and followed in their areas of responsibility.
2. Identify and ensure adequate training for all employees that are affected by this standard.
3. Managers shall ensure that all employees under their supervision are properly fitted with and trained in the proper use, maintenance, and care of PPE required for their job.

Safety Manager

1. Shall provide consultation to managers and supervisors or others as necessary on any matter related to the implementation and compliance of this safety standard.
2. Shall assist in development or procurement of the necessary training required by this standard.
3. Shall monitor and audit standard for compliance and continual safety improvement.

D. TRAINING REQUIREMENTS

Any employee who is required to wear PPE shall be properly trained prior to exposure.

E. TRACKING REQUIREMENTS

Documentation of successful training and demonstration of skills acquired.

F. INSPECTION AND REVIEW

This standard may be inspected during the quarterly safety committee inspections or reviewed by the Safety Managers or designee.

Oregon Department of Transportation

ATTACHMENT "A"
HAZARD ASSESSMENT WORKSHEET AND CERTIFICATION

Job Classification:	Task:
Building:	Section:

Assess each task for hazards using the following criteria: 1) **Type of injury or illness** possible; 2) **Probability**-unlikely, likely, highly likely; and 3) **Severity**-death, serious injury/illness, not serious injury/illness.

1. Sources of motion-
Required PPE:

2. Sources of high temperatures-
Required PPE:

3. Sources of chemical exposure-
Required PPE:

4. Sources of harmful atmospheres-
Required PPE:

5. Sources of light radiation-
Required PPE:

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6. Sources of falling objects-
Required PPE:

7. Sources of sharp objects-
Required PPE:

8. Sources of rolling or pinching-
Required PPE:

9. Layout of workplace and location of co-workers-
Required PPE:

10. Sources of contact with electricity-
Required PPE:

I certify that I have conducted a workplace survey on the above task to assess the need for personal protective equipment. The personal protective equipment noted above will be required while performing this task

Signature _____ Date _____

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ATTACHMENT "B"

ACTIVITIES/PLACES WHERE HARD HATS SHOULD BE WORN

- **Work sites designated as hard hat areas.**
- **Working under structures.**
- **Cutting brush, falling, and bucking trees.**
- **Working around cranes, boom trucks, and other similar equipment or near suspended loads, or in or around aerial lifts.**
- **Working around rotary mowers, bushwhackers, etc.**
- **In heavy timber during windstorms.**
- **Working around asphalt plants, rock crushers, concrete plants, under or around bridges, etc. where there is a possibility of head injury.**
- **Working adjacent to heavy equipment where potential of head injury exist, i.e., dump trucks, backhoes, loaders, cranes, conveyors, etc.**
- **Working around electrical lines.**
- **Working near rock walls, cliffs, and cut banks.**
- **Working around drilling equipment.**
- **Working around hot oil when danger of splashing exists**
- **Installing posts, signs, break-a-way posts, etc.**
- **Feeding brush chipper.**

There will be other activities that require hard hats, but the above list is a representative sampling.

Description of Protective Helmets - ANSI Z89.1-1997

Type I	**helmets designed to reduce the force of impact resulting from a blow to the top of head**
Type II	**helmets designed to provide protection against both side impact and blows to the top of the head.**
Class G	**General-are designed for general purpose with 2,200 voltage protection and provide protection against impact hazards.**
Class E	**Electrical-are designed for utility workers providing protection from impact and penetration by falling of flying objects and up to 20,000 volts of electricity.**
Class C	**Conductive-are designed for general purpose, do not provide voltage protection, are lightweight and provide impact protection.**