



**Central Office  
Personal Protective Equipment**

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## **Purpose**

The purpose of this section is to establish guidelines for the proper use of Personal Protective Equipment (PPE). Proper PPE use is essential to minimize potential injuries at field locations.

These guidelines will significantly reduce the potential for injury due to lacerations and falling materials.

All field personnel will be trained in PPE and its usage.

All PPE will be inspected for damages and defects before each use.

All PPE must fit the individual snugly and must not be too big or small.

Eye protection must be worn wherever there is a potential for injury from flying debris or particles.

Eye protection and gloves shall always be worn while using hand and power tools.

Personnel working near others that are required to wear PPE shall also wear the appropriate protection.

Safety Boots shall be worn at all times at all field locations to prevent potential injury to the foot or ankle.

Head protection shall be worn whenever overhead work is being conducted.

Hearing protection is required while using all tools that may produce over 85 decibels and while in an area where the noise level is suspected of being over 85 decibels.

Always follow safe tool handling procedures and wear the suggested PPE.

## **Field Technicians**

Field Technicians are responsible for:

- inspecting all PPE prior to use
- notifying their management of any PPE deficiencies
- ensuring that the proper PPE is used for the designated task, some examples:
- Wearing foot protection when required [during any part of build phase, any external construction work in the same work area or walk path to or from entrance to building].
- Wearing head protection while overhead work is being conducted.
- Wearing gloves while material handling.
- Wearing eye protection while conducting overhead, eye level work, or while using large hand and power tools, or working in the same area.
- Wearing long pants and safety shoes while working at field locations.

## **Eye Protection**

Field personnel are required to wear eye protection while conducting any task that involves a potential eye injury, working near overhead work, using power tools or working at eye level using any hand tools.

The eye protection shall meet the current ANSI Standards Z87.1-1989, “American National Standards Practice for Occupational and Educational Eye and Face Protection” which is required by OSHA regulations.

Eye Protection must be worn whenever there is a danger of flying particles, while conducting or working near overhead work, conducting work at eye level that might result in eye injury from flying debris or a tool slipping.

Field personnel that are required to wear prescription glasses during routine work tasks must obtain a pair of prescription safety glasses.

## **Head Protection**

All field personnel shall wear head protection whenever there is a potential head hazard or while personnel are conducting or working near overhead work, or as deemed necessary by site management.

The head protection must comply with ANSI Z89.1-1986, “American National Standard for Personal Assurance Protection – Protective Headwear for Industrial Workers-Requirements”.

## **Foot Protection**

All field personnel will wear the required safety boots at any and all field locations during any portion of the build phase, when required. Safety boots should be kept at site for future unforeseen build requirements. The safety boots shall at least meet the ANSI Z41-1991, “American National Standard for Personal Protective Footwear” and the following criteria.

### **Boot specifications:**

- Meet ANSI Z41-1991
- Have a steel-toe reinforcement
- Have a defined heel
- Constructed of all leather
- Height of the boot shall be at least 6” from the top of the sole edge to the top of the boot above the ankle
- Consider other job-specific factors, such as customer-specific requirements, the need to resist oil, chemicals, heat, water, and abrasions

Safety boots will minimize the potential from injury due to puncture, rolling, and falling hazards while also providing added ankle support to prevent common ankle injuries at field locations.

## **Hand Protection**

Field personnel shall identify possible hand hazards and determine what is the appropriate glove type to use for each task.

- Leather gloves shall always be worn while material handling and using large hand and power tools.
- Prior to handling chemicals, field personnel shall reference the MSDS to determine the appropriate level of hand protection required.
- Field personnel shall inspect hand protection daily and shall dispose of any defective gloves.

## **Hearing Protection**

Hearing Protection shall be worn at any time the noise level exceeds 85 decibels.

As a general rule, if there is ever a doubt about whether hearing protection shall be worn, always wear the hearing protection. It is better to be safe than suffer irreversible hearing damage.

Hearing Protection shall be used while operating any equipment that produces noise over 85 decibels. All field personnel shall wear hearing protection while using any power tools. Field personnel shall carry hearing protection with them at all times while at a field location to ensure that they are always available if needed.

## **Electrical Protective Equipment**

All electrical protective gloves must be marked with the appropriate level of protection with a non-conductive label. The level of protection shall be labeled on the inside of the glove cuff.

Field personnel shall inspect all electrical protective equipment before and after each use to identify deficiencies. Field personnel shall never use a defective piece of equipment, even for just a short task.

## **Chemical Protective Equipment**

Field personnel shall wear chemical protective equipment while working with or near individuals working with hazardous materials. Full body chemical protective equipment is required to be worn anytime field personnel are working with batteries or working near personnel who are handling batteries.

Chemical protective gloves are provided in the Field Technician's Tool Kit to be worn while following the Vinyl Floor Tile Drilling procedure or while working with chemicals at a customer's location. Only chemical protective equipment shall be used.