



SECTION: HUMAN RESOURCES	REFERENCE NUMBER: B4
SUBJECT: PROTECTIVE EQUIPMENT	EFFECTIVE DATE: 10/28/2019
FROM: KELLY KUENSTLER, CITY MANAGER <i>Kelly Kuenstler</i>	LAST REVISION DATE: 11/1/2006

A. **PURPOSE**

To standardize regulations governing the use, selection, and maintenance of protective and lifesaving equipment in all departments so as to ensure maximum possible protection for all employees.

B. **RESPONSIBILITIES**

1. City Manager or his/her designated representative will:
  - a. Assist Department Heads in determining types of protective equipment needed, and the work areas in which the equipment will be utilized;
  - b. Monitor the implementation of this directive through the various Department Heads.
  
2. Department Heads will:
  - a. Determine by examination of the job descriptions within the department which employees are exposed to hazards and see that they are afforded proper safety equipment and training on how to use this equipment;
  - b. Set up a written protective equipment program within their respective departments, to include ensuring that supervisors receive proper training on the use of protective equipment and determining the type of protective equipment needed and the work areas in which the equipment will be worn;
  - c. Requisition protective equipment as required. The approval of the equipment will be determined on a case-by-case basis;
  - d. Monitor and enforce policies and procedures regarding the use of protective equipment within their departments.
  
3. Supervisors will:

- a. Recommend to the Department Head the purchase of safety equipment and the type of training which needs to be provided to their subordinate employees;
  - b. Require the use of appropriate protective equipment in all operations where there is an exposure to hazardous conditions;
  - c. Initiate steps to eliminate the hazard. When any hazardous condition which may cause the need for protective equipment exists, the supervisor must consider safer ways to perform the work or initiate actions to employ revision in methods of materials handling techniques or revision of processes;
  - d. Instruct personnel in the proper use and limitations of protective equipment issued. When it is determined that visitors must use protective equipment, its use will be made as a condition of entry into the activity;
  - e. Wear protective equipment where and when required by departmental procedures;
  - f. Ensure that employees have received proper training of the correct usage of the equipment.
4. Employees will:
- a. Report to their supervisor any damaged or worn safety equipment;
  - b. Recommend to their supervisor any needed safety equipment or training;
  - c. As a condition of employment, wear protective equipment as specified by departmental procedures and as directed by the supervisor in cases not covered by written procedure;
  - d. Be responsible for equipment issued by the City. If the equipment is damaged through negligence or improper care and rendered ineffective, the employee may be required as part of his/her employment to replace the equipment at his/her expense. The determination of whether the equipment was damaged in this manner will be made by the Accident Review Committee.

C. **GENERAL**

1. Having protective equipment in one's possession, but not using it is not considered in compliance with this directive.
2. When employment with the City ceases for any reason, the employee is responsible for turning in protective equipment paid for by the City to the Department. Failure to comply with this could result in the monies owed the City on the equipment being withheld from the employee's termination pay.
3. Willful or negligent disregard of the policies and procedures outlined herein may result in disciplinary action against an employee.