

## **EXHIBIT F**

### **PERSONAL PROTECTIVE EQUIPMENT PROGRAM**



**CENTRAL CONTRA COSTA SANITARY DISTRICT**

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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Effective Date: November 2005

**CENTRAL CONTRA COSTA SANITARY DISTRICT****SAFETY DIRECTIVE 10.0****PERSONAL PROTECTIVE EQUIPMENT (PPE)****10.1 PURPOSE**

The purpose of this directive is to establish the policy, procedures, and minimum requirements for the safety and health of all employees regarding the use of personal protective equipment. This document has been developed to ensure the safety of personnel by requiring the care and use of personal protective equipment by all personnel. The document further details individual responsibilities regarding the procurement, training and enforcement of the use of personal protective equipment.

**10.2 AUTHORITY**

California Code of Regulations, Title 8, Chapter 4, Subchapter 7, General Industry Safety Orders, Group 2, Article 10, Section 3380 through 3385 and Section 3387.

American National Standards Institute (ANSI) Z87.1-1989, "American National Standard Practice for Occupational and Educational Eye and Face Protection; (ANSI) Z89.1-2003, "American National Standard Practice for Occupational and Educational Head Protection.

National Institute of Occupational Safety and Health (NIOSH)

**10.3 SCOPE**

This Program applies to all Central Contra Costa Sanitary District employees, including temporary, contract, seasonal, and co-op employees. Contractors, vendors, visitors and their sub-contractors or agents, are also subject to this Directive when visiting or performing work on District property, or District-funded projects.

**10.4 DEFINITIONS**

Blue Line Exclusion Area – The defined area where the wearing of a hard hat is not required.

Chemical Splash Goggles – A protective device intended to fit the face immediately surrounding the eyes in order to shield the eyes from a variety of hazards.

Face Shield – A protective device commonly intended to shield the wearer's face, or portions thereof, in addition to the eyes, from certain hazards. Face shields are secondary protectors and shall be used only with safety glasses or chemical splash goggles.

Hard Hat – A protective device intended to provide a level of protection from falling objects, which meet the requirements of American National Standards Institute (ANSI) Z89.1-2003, "American National Standard Practice for Occupational and Educational Head Protection."

Hood – A device that completely covers the head, neck, and portions of the shoulders.

Protective Footwear "Safety Shoes" - Shoes that have a protective toe box built into them to provide the toes some measure of impact protection from falling objects. Protective footwear may also include metatarsal guards, anti-static and non-conductive properties, chemical resistant materials, non-slip soles and ankle support work boots.

Safety Glasses - The term "safety glasses" includes both prescription and non-prescription safety glasses, with side shields, which meet the requirements of American National Standards Institute (ANSI) Z87.1-1989, "American National Standard Practice for Occupational and Educational Eye and Face Protection."

Side Shield – A device commonly attached to spectacles that provides side exposure protection to the eyes.

Work Site - A work site is any area where equipment, tools, or instruments are being used.

## **10.5 GENERAL REQUIREMENTS (POLICY)**

It is the policy of the District to establish and maintain effective guidelines and procedures designed to protect personnel from injury. One of the best methods to protect personnel is through the effective application of personal protective equipment.

The development of the PPE program begins with an in depth evaluation of the equipment needed to protect against the hazards at the workplace. This is the initial hazard assessment for which written documentation is required. The purpose of this Personal Protective Equipment (PPE) Program is to document the hazard assessment, protective measures in place, and PPE in use at the District. PPE devices are not to be relied on as the only means to provide protection against hazards.

Engineering controls such as guards, and mechanical interlocks shall be the primary methods used to eliminate or minimize hazard exposure in the workplace. Administrative controls such as equipment checks, following standard operating procedures, lockout, and manufacturers recommended practices will provide a second level of protection. When such controls are not practical or applicable, personal protective equipment shall be provided, used to reduce or eliminate personnel exposure to hazards and lessen the likelihood of occupational injuries and/or illnesses.

Personal Protective Equipment will be of such design and construction as to provide adequate protection against the hazards for which they were intended. PPE should be reasonably comfortable and not unduly encumbering to the employee. Only those items of protective clothing and equipment that meet National Institute of Occupational Safety and Health (NIOSH) or American National Standards Institute (ANSI) standards will be procured or accepted for use.

**10.5.1 Hazard Assessment and Equipment Selection**

The general procedure for selection of protective equipment is to:

- A. Become familiar with the potential hazards and the type of protective equipment that is available and the level of protection afforded.
- B. Understand the engineering controls provided by the manufacturer and the additional controls in place as required by local code or Cal-OSHA requirements.
- C. Compare the hazards associated with the equipment with the capabilities of the available protective equipment. Consider such things as impact velocities, masses, projectile shape, intensities, and by-products of the process.
- D. Select the protective equipment that ensures a level of protection greater than the minimum required to protect employees from the hazards.
- E. Fit the user with the protective device and give instructions on care and use of the PPE.

**10.5.2 Fitting the Device**

It is very important that users be made aware of all warning labels for and limitations of their Personal Protective Equipment.

- A. Careful consideration must be given to comfort and fit. PPE that fits poorly will not afford the necessary protection.
- B. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.
- C. Adjustments should be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position. Particular care should be taken in fitting devices for eye protection against dust and chemical splash to ensure that the devices are sealed to the face.

**10.6 RESPONSIBILITIES****10.6.1 Managers and Supervisors**

It is the responsibility of Managers and Supervisors to:

- A. Conduct hazard assessments to identify specific PPE for specific tasks.
- B. Ensure employees are trained in the selection, use, inspection, storage, cleaning, and limitations of specific PPE.
- C. Monitor the use of PPE through spot inspections and routine observations.

- D. Ensure replacement PPE is available when needed.
- E. Identify any new hazards that would require the use of PPE.
- F. Be receptive to and consider new advances in protective technologies.

**10.6.2 Employees**

It is the responsibility of employees to:

- A. Properly use and care for assigned PPE. Immediately inform his/her supervisor if PPE is damaged or is not effective.
- B. Always wear PPE within the limitations of the manufacturers recommendation and only after proper training or instruction.
- C. Assist with hazard assessments to identify specific PPE for specific tasks.
- D. Attend employee training in the selection, use, inspection, storage, cleaning, and limitations of specific PPE.
- E. Replace PPE when the device is no longer effective or serviceable.
- F. Report to his/her supervisor any new hazards that would require the use of PPE.
- G. Be receptive to and consider new advances in protective technologies, and making recommendations to the appropriate supervisor.

**10.6.3 Safety and Risk Management Division**

It is the responsibility of the Safety and Risk Management Division to:

- A. Provide Managers and Supervisors guidance on the laws and regulations governing the requirements for PPE. Conduct the necessary research to determine those requirements and the standards that apply.
- B. Ensure the manufacturers and the PPE products selected meet or exceed the applicable standards and provides the best level of employee protection with regards to use, fit, and function.
- C. Assist supervisors with hazard assessments to identify specific PPE for specific tasks.
- D. Where appropriate, assist with employee training in the selection, use, inspection, storage, cleaning, and limitations of specific PPE.
- E. Monitor the use of PPE through spot inspections and routine observations.

- F. Periodically inspect and recommend replacement of PPE when the device is no longer effective or serviceable.
- G. Be keenly aware of any new hazards that would require the use of PPE.
- H. Be aware and attentive for new advances in protective technologies and make suggestions and recommendations to management, as applicable.

## **10.7 TRAINING**

Each affected employee shall demonstrate an understanding of the training and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE. All employees who are required to use PPE shall be trained, but not limited to, knowing:

- A. When the wearing of PPE is necessary and the related hazard.
- B. What PPE is necessary and any limitations that should be observed.
- C. How to properly don, remove, adjust, and wear PPE.
- D. The proper care, maintenance, useful life and disposal of the PPE.
- E. How to recognize by appearance or inspection when PPE is damaged, defective or has been stressed and should be serviced or replaced.
- F. The methods and procedures available to recommend or suggest new PPE.
- G. Policies and procedures used when employees fail to wear or improperly wear PPE.

Tailgate sessions shall be held regularly regarding the use, selection and maintenance of PPE.

## **10.8 EYE AND FACE PROTECTION**

Employees working in locations where there is a risk of receiving eye injuries such as punctures, abrasions, contusions or burns as a result of contact with flying particles, hazardous substances, projections or injurious light rays which are inherent in the work or environment shall be safeguarded by means of eye and/or face protection.

ANSI approved safety glasses are considered the basic minimum protective eyewear required for employees engaged in work assignments or in areas with potential eye hazards. Glasses must have a protective side-shield to comply with the ANSI standard for safety glasses. The responsible supervisor shall evaluate each work assignment or area with potential eye and face hazards, with the assistance Safety and Risk Management, to ensure that the eye and face protection equipment selected is appropriate to the hazard.

Other types of equipment that provide eye and face protection include chemical splash goggles, various types of face shields, welding hoods, etc. When face shields are required, they must be worn over safety glasses or chemical splash goggles.



Safety glasses and other protective equipment will be provided to District employees who work in areas or in occupations where there is potential for exposure to eye and face hazards. The type of eye and face protective equipment depends both on the nature and extent of the potential hazards and will vary with different locations and work assignments.

**10.8.1 District Areas and Operations Requiring Eye Protection or Eye And Face Protection**

Certain areas and operations within the District facilities are identified as high risk, where eye protection is mandatory. The following areas require eye protection or eye and face protection when entering or working within:

- a. CSO Vehicle Maintenance Shop
- b. Laboratories
- c. POD Lime System (chemical splash goggles and face shield)
- d. POD Maintenance Machine Shop and Welding Shop
- e. POD Mechanical Maintenance Shop
- f. Solids Conditioning Building
- g. Household Hazardous Waste Collection Facility
- h. Hazardous Waste Storage and Processing Areas
- i. All other posted areas

When conducting routine daily activities (consistent with the purpose and intent) in the computer control room, Solids Control Building computer room, Pump Station control rooms, offices, lunchrooms, or rest rooms provided no eye hazard exists, eye and face protection is not required. When riding in elevators or walking on clearly defined passageways and no eye hazard exists, eye and face protection is not required.

The following examples are guidelines to determine the minimum eye and face protection equipment required for specific operations or work conditions:

- A. Flying chips or particles. Minimum equipment - safety glasses. A face shield must be worn **over** safety glasses when additional protection is warranted. Examples include drilling, grinding and chipping; pavement breaking; pipe cutting; soldering; rodding; chain and power sawing; maintaining mechanical equipment (e.g., pumps, motors); and mowing, trimming, blowing and edging.
- B. Exposures to chemicals, pressure, or heat. Minimum equipment - chemical splash goggles. A face shield must be worn **over** chemical splash goggles when additional protection is warranted.

Examples include servicing brakes and drums; spraying pesticides or herbicides overhead or at high pressure; using or maintaining gas and liquid systems; loading ash; using and handling chemicals; and during steam cleaning or pressure washing.

- C. Welding flames or arcs. Minimum equipment - tinted lenses with full-face hood.
- D. Exposure to Wastewater or Sewage. Minimum equipment - safety glasses. When the exposure is from spraying or splashing water containing any hazardous or infectious materials, or any hazardous waste, goggles or a full-face shield is required.
- E. Working inside electrical cabinets and fuse boxes. Minimum equipment - safety glasses. (See Section 10.13 for additional Arc Flash safety requirements.)

### **10.8.2 Issuance of Non-Prescription Safety Glasses**

Employees can get non-prescription safety glasses, which fit over normal glasses, at the Materials Services Building (Warehouse), or from dispensers located around the District. Your Supervisor will provide instruction on how to request glasses from the warehouse.

Safety glasses with a corrective diopter in a bifocal design are available in the warehouse in various magnifications. Users must be aware that the magnification may distort your visual perception. Anyone using these safety glasses should therefore be cautious performing certain activities such as climbing or descending stairs or ladders, driving vehicles or operating powered equipment.

### **10.8.3 Request for Prescription Safety Glasses**

An employee may request prescription safety glasses. The employee's supervisor will review the workers exposure to eye injury hazards or to areas where safety glasses are required and will approve or disapprove the request. If the exposure is infrequent such that the over-glasses will provide the necessary level of protection, the supervisor may suggest this to the employee. If the exposure is of any regularity, the supervisor should approve the request and issue a purchase requisition.

During the review process, the supervisor should assess if the employee would require a special coating or tint applied to the prescription safety glasses. This would apply if the glasses were to be worn predominately outside. Include that requirement in the purchase requisition.

Once a purchase requisition is issued, the Purchasing Division will issue a "Safety Eyewear Authorization Form" to the employee (See Appendix A). Follow the Safety Glasses Purchasing Policy and Procedure to procure the prescription safety glasses. The employee must provide a current written eyeglass prescription to the vendor.

The employee will be referred to a District-approved safety eyewear supplier for selection and fitting of ANSI-approved safety frames and prescription lenses. Employees shall not obtain safety glasses from any other safety eyewear supplier except under special circumstances, and only with prior approval by Purchasing and Safety.

Employees may requisition new prescription safety glasses no more frequently than once a year unless their prescription changes or if their glasses are damaged while working. Employees requesting replacement of damaged safety glasses shall turn in the glasses to their Supervisor.

The District will only pay to replace lost safety glasses on an annual basis.

## **10.9 FOOT PROTECTION**

Employees who routinely move and handle materials, equipment, packages, and other objects, which could cause injury if such falls on the unprotected foot, will wear appropriate foot protection. The type of protective footwear required depends on both the nature and extent of the potential for foot injuries in the work place.

Employees who are exposed to hazards that could result in foot injuries from electrical sources, hot, corrosive or poisonous substances, falling objects, crushing or penetrating actions, or abnormally wet locations are required to wear appropriate foot protection.

The employee's supervisor shall assist the employee in determining if safety shoes are required. Protective footwear for employees shall meet the requirements and specifications of the American National Standard Institute (ANSI) Z41.1-1991, "Personal Protection - Protective Footwear."

Protective footwear is a secondary measure intended to prevent or minimize injury. It does not take the place of safe work practices and proper material handling equipment.

Personnel visiting or touring the plant industrial areas shall not wear open toed shoes, sandals, or high heels over 2". Normal sturdy street shoes are permitted by persons entering the plant during a single trip to deliver or pick up materials. Employees required to work for longer periods in the plant should change into their safety shoes. This would include such activities as visiting a contractor on a plant construction site, for example. The District representative or escort shall be responsible to ensure all visitors adhere to this policy.

### **10.9.1 District Areas, Assignments or Operations that Require Foot Protection**

Examples of work areas, job assignments or operations having activities that require protective footwear are:

- a. Material Control Building or Warehouse
- b. Plant Maintenance Division
- c. Plant Operators
- d. Lab Chemists
- e. Pumping Station Operators
- f. Construction Inspectors and Surveyors
- g. Collection System Field Crews
- h. Fleet Maintenance Mechanics
- i. Source Control Inspectors
- j. Household Hazardous Waste Facility Employees
- k. Field Engineers

Other work assignments / operations will be evaluated, as necessary, by Safety and Risk Management staff to determine if protective footwear is warranted and the appropriate type required.

### **10.9.2 Issuance of Safety Shoes**

The District shall provide employees who are required to wear foot protection at least one pair of safety shoes per year from a District-designated supplier at a cost not to exceed a specified amount per the applicable Memorandum of Understanding (MOU). Additional safety shoes may be approved at the discretion of the manager or supervisor.

When the employee qualifies for the safety shoe allowance, the supervisor completes the SAFETY SHOE PURCHASE AUTHORIZATION FORM (See Appendix A). One copy of the completed form is given to the employee and another is forwarded to the purchasing division for their file. Follow the Safety Shoe Purchasing Policy and Procedure to procure the safety shoes.

The employee will take the signed SAFETY SHOE PURCHASE AUTHORIZATION FORM to one of the approved suppliers to purchase his/her safety shoes. The employee must select appropriate safety shoes for the assignment or operation in which they work.

If the employee selects a pair of safety shoes that costs more than the amount allotted, the employee shall pay the difference directly to the suppliers at the time of purchase. Summer students who work in areas that require protective footwear shall be reimbursed up to an amount determined by Human Resources for the cost of their safety shoes.

The District has purchase agreements at discounted prices with specific suppliers of approved safety shoes. To qualify for the safety shoe allowance, safety shoes must be purchased from a District-designated supplier. Personnel that cannot be fitted by District-designated suppliers may obtain safety shoes from alternative vendors with prior authorization from their supervisor and the Safety and Risk Management Division as long as shoes meet ANSI standards for foot protection.

The District will replace the safety shoes if the shoes become unusable as a result of performing District business. The employee's immediate supervisor shall make the determination as to the need for the shoes to be replaced.

## **10.10 HARD HAT**

Employees working in locations where there is a risk of injury from falling objects, flying debris, impact, or areas of reduced visibility inherent in the industrial work environment shall be safeguarded through the use of a hard hat.

Hard hats will be provided to District employees who work in areas or in occupations where the use of such a protective device is required. Hard hats meeting or exceeding the minimum standards of ANSI Z89.1, 2003 Type 1 will be considered the basic head protective wear.

### **10.10.1 District Areas and Operations Requiring Hard Hats**

All District employees and visitors will be issued and all suppliers, vendors, contractors, and subcontractors shall provide to their employees ANSI-approved hard hats for head protection and identification. Unless allowed by exception or authorized by variance, hard hats must be worn in the follows areas:

- a. POD Treatment Plant Site
- b. CSO Maintenance Yard, Pipe Storage Yard and Upper Equipment Yard
- c. District Pumping Stations
- d. All Construction Sites

CSOD maintenance crews perform a wide variety of job assignments at numerous locations. Each job and location may present a unique risk of injury from falling objects, flying debris, impact, or areas of reduced visibility. For this reason, the requirement to wear a hard hat will be at the discretion of the Work Crew Leader using the following list of required areas, situations or conditions in which wearing a hard hat shall be mandatory.

- a. During the process of running the Vactor (vacuum truck)
- b. While working in the cage of a rodding machine
- c. While in the vicinity of heavy equipment operation including:
  1. • Backhoe
  2. • Excavator
  3. • Boom truck
  4. • Loader
  5. • Vactor
- d. While working in an excavation
- e. While entering a confined space
- f. Within OSHA specifications of electrical hazards
- g. While flagging (white hard hat only)
- h. While working on any job site where any of the previous conditions may exist
- i. Any time the posted speed limit is 35 mph or greater
- j. Any time a Supervisor or Maintenance Crew Leader determines a hard hat is appropriate based on the actual or anticipated risk of injury.

Each Crew Member is responsible for the control of his or her own hard hat and keeping it in close proximity in case a mandatory hard hat situation arises or develops.

Some work areas are exempt from the hard hat requirement due the extreme low risk of head injury and are listed below. However, if anyone is doing work in any of the listed areas where the performance of that work may create a head injury hazard, all effected personnel must wear a hard hat while that activity is being performing.

Exceptions to the hard hat required areas are:

- a. Inside offices, administrative areas, passenger elevators, lunchrooms, meeting rooms, restrooms, lavatories, and exercise rooms
- b. Inside the computer control rooms at POD, SCB and Influent Pump Station
- c. Inside fully enclosed vehicles
- d. Inside the Materials Control Building
- e. Inside the Environmental Lab
- f. The Household Hazardous Waste Collection Facility
- g. In the POD Machine Shop and Mechanical Maintenance Shop unless the yellow light on the crane is flashing indicating a possible overhead hazard
- h. Employee parking lots (Employees doing work in the employee parking lots must wear a hard hat for increased visibility.)

A temporary hard hat variance must be in writing and define the purpose, limitations and term of the variance. The variance shall be reviewed and recommended by Safety and Risk management and approved by a District Director.

#### **10.10.2 Established Hard Hat Exclusion Zones (Blue Line)**

The District has established hard hat exclusion zones designated primarily for personnel walking through very low risk areas. Some of those areas have been identified by painting a blue line to delineate where the hard hat requirements may be optional. The option of not wearing a hard hat is conditional on the basis that the individual is performing no work and that no other work is being performed in the area that may create a hazard. The exclusion zones are:

- a. Employee parking areas.
- b. Exclusion zone of the CSO Maintenance yard, and in the CSO Vehicle Maintenance Shop and Warehouse.
- c. Exclusion zone on the east side of the Headquarters Office Building (HOB). This includes the walkway connecting the HOB and the District vehicles parking area.
- d. Exclusion zone on the north east side of the laboratory
- e. Exclusion zone from the MRC to the south access gate
- f. Exclusion zone on the walking / jogging trails from the guard shack north around the holding basins for exercise purposes only

**10.10.3 Hard Hat Maintenance**

The hard hat suspension shall be properly adjusted and worn as recommended by the supplier. The hard hat shell shall not be painted, drilled, or altered in any way except by affixing approved stickers. Each employee should inspect his or her hard hat on a regular basis checking for cracks, chips, wear or abrasions. Inspect the suspension straps for proper fit. Replace the hard hat if any damage or discrepancies are observed.

**10.10.4 Hard Hat Identification**

Hard hats shall be color coded by departments/divisions as follows:

- White Hats - HOB, Plant Operations, CSO Staff, Flaggers
- Yellow Hats - Plant Maintenance
- Orange Hats - CSO Field Maintenance
- Green Hats - District Visitors

Hard hats for Contractor employees must be identified with company name and/or logo. There are no color-coding requirements.

**10.11 HAND PROTECTION**

Hand protection is required when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; or extreme temperatures. When there is an expected exposure to bacterial or sewage contamination, the wearing of appropriate hand protection is highly recommended. There are gloves available that can protect workers from any of these individual hazards or a combination of hazards if the right glove is selected.

When working around machinery with moving parts or around electrically energized equipment, employees should remove rings, jewelry, and wristwatches and restrain loose fitting clothing.

Skin contact is a potential source of exposure to toxic materials; it is important that the proper steps be taken to prevent such contact. Gloves should be selected on the basis of the material being handled, the particular hazard involved, and their suitability for the operation being conducted. One type of glove will not work in all situations.

Gloves should be replaced periodically, depending on frequency of use and permeability to the substance(s) handled. Gloves obviously contaminated should be carefully removed and discarded after use.

Gloves should also be worn whenever:

- a. Handling rough or sharp-edged objects – leather palm work gloves
- b. Working with materials that are very hot or very cold – thermal or welding gloves

- c. Working with cable, wire rope or line used for rigging – leather palm work gloves
- d. Extended activity involving gripping such as digging – leather palm work gloves
- e. Working on energized electrical circuits – rubber insulating gloves

### **10.11.1 Selection Guidelines**

There is no glove that provides protection against all potential hand hazards, and commonly available glove materials provide only limited protection against many chemicals. Therefore, it is important to select the most appropriate glove for a particular application and to determine how long it can be worn, and whether it can be reused.

It is also important to know the performance characteristics of gloves relative to the specific hazard anticipated; e.g., chemical hazards, cut hazards, flame hazards, etc. Before purchasing gloves, request documentation from the manufacturer that the gloves meet the appropriate test standard for the hazards anticipated.

As long as the performance characteristics are acceptable, in certain circumstances, it may be more cost effective to regularly change cheaper gloves than to reuse more expensive types.

The work activities of the employee should be studied to determine the degree of dexterity required, the duration, frequency, and degree of exposure of the hazard, and the physical stresses that will be applied.

### **10.11.2 Gloves Around Machinery**

Careful attention must be given to protecting your hands when working with tools and machinery. Power tools and machinery must have guards installed or incorporated into their design that prevent the hands from contacting the point of operation, power train, or other moving parts. To protect the hands from injury due to contact with moving parts, it is important to:

- a. Ensure that guards are always in place and used.
- b. Always lock out installed machines or tools before making any adjustments or repairs following the procedures of the Lockout Safety Directive SD-2.
- c. Always disconnect the power cord on portable equipment before making any adjustments or repairs following the procedures of the Lockout Safety Directive SD-2.
- d. Treat a machine without a guard as inoperative.
- e. Do not wear gloves when operating powered machine tools such as drill presses, milling machines, or lathes; and
- f. Be very cautious if wearing gloves around powered hand tools, such as drills and hand grinders. Due to the fact that gloves can get caught in rotating machinery, that hazard alone may be greater than any other hazard the gloves were intended to protect against.



**10.11.3 Selection For Chemical Hazards**

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and MSDS before working with any chemical.

Recommended glove types are often listed in the section for personal protective equipment. All glove materials may eventually be permeated by chemical exposure. However, they can be used safely for limited time periods if specific use and glove characteristics (i.e., thickness and permeation rate and time) are known. The Safety and Risk Management Division can assist in determining the specific type of glove material that should be worn for a particular chemical.

The toxic properties of the chemical(s) must be determined; in particular, the ability of the chemical to cause local effects on the skin and/or to pass through the skin and cause systemic effects. Generally, any "chemical resistant" glove can be used for dry powders.

For mixtures and formulated products (unless specific test data are available), a glove should be selected on the basis of the chemical component with the shortest breakthrough time, since it is possible for solvents to carry active ingredients through polymeric materials.

Employees should be able to remove the gloves in such a manner as to prevent skin contamination. Turning the gloves inside out as they are removed will help to contain the material from spreading or contaminating other surfaces. Dispose of contaminated gloves in proper receptacles taking into consideration the possible need to control a hazardous material.

**10.12 SPECIAL ISSUED PERSONAL PROTECTIVE EQUIPMENT**

In some cases, the District has provided special use PPE to employees in particular job classifications where their work may require regular and routine use of specialty protective equipment that requires personal adjustments, proper sizing and personal hygiene considerations. Equipment covered by this section may include respirators, fall protection harnesses, lanyard straps and earplugs. Uniforms are also included under personal protective equipment and as such should be worn and cared for like other protective equipment.

Note: For the care and use of Respirators see the Respiratory Protection Program Safety Directive SD-8.

**10.12.1 Equipment Maintenance**

All equipment issued for personal use must be cared for and maintained in an appropriate fashion to ensure the equipment will function to provide the designed level of protection.

All employees issued special use personal protective equipment will:

- a. Inspect the equipment for damage or defects prior to use
- b. Never use the equipment without proper training or in a manner not intended by the manufacturer
- c. Clean and maintain the equipment in a sanitary condition ready for use

- d. Store the equipment properly and safeguard it from damage or loss
- e. Report all damaged or defective equipment to their supervisor so it may be serviced or replaced

**10.12.2 Uniforms**

Uniforms provide a basic level of protection to the body from any number of potential hazards. Soiled or contaminated uniforms should be changed out for a clean uniform. Worn or damaged uniforms should be repaired or replaced.

Electrical workers should wear a fire retardant uniform when working on electrical equipment. Shirts should be of a long sleeve design. Nomex coveralls are provided for added protection.

Shorts are not authorized for wear by maintenance technicians, plant operators, or collection system crewmembers.

**10.13 *ARC FLASH PERSONAL PROTECTIVE EQUIPMENT***

Personnel working on high or medium voltage electrical systems require special training to know the PPE appropriate to perform that work. Before performing any work on these systems, refer to NFPA 70E-2004 Annex H Table H.1 for the PPE requirements for the hazard / risk category applied to the particular task.



**Safety Eyewear Authorization Form**

Central Contra Costa Sanitary District	5019 Imhoff Place	925-228-9500
AN NAME	BILLING ADDRESS	PHONE
Martinez	CA	94553
CITY	STATE	ZIP
EMPLOYEE NAME	EMPLOYEE NUMBER/COST CENTER	DEPARTMENT
	CHRIS NEWKIRK / ANTHONY HOLT-BUYERS	
AUTHORIZED SIGNATURE	PRINT NAME	DATE

<b>NOTE:</b> PLAN COVERS ANSI Z87.1 2003 APPROVED SAFETY FRAMES AND LENSES ONLY.	PLAN PAYS Account Number 9301185	DISCOUNT Discount Code 9030909	ALLOWANCE	AMOUNT DUE (Customer Out of Pocket)
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PLASTIC / GLASS LENS TYPES (BASIC IMPACT)				
Plastic	0.00	100%	0.00	0.00
Flexint* (See notes below.)	\$ 95.00	0.00	0.00	0.00
Clear Glass	0.00	100%	0.00	0.00
Plano	\$ 36.00	Balance	0.00	0.00
Single Vision	\$ 36.00	Balance	0.00	0.00
Bifocal	\$ 56.00	Balance	0.00	0.00
Trifocal (7X28)	\$ 80.00	Balance	0.00	0.00
Progressive	\$ 107.00	Balance	0.00	0.00
Occupational (Double Seg)	\$ 107.00	Balance	0.00	0.00
FEATHERWATES LENS TYPES (HIGH IMPACT)				
FeatherWates (Base)	0.00	100%	0.00	0.00
Plano	\$ 51.00	Balance	0.00	0.00
Single Vision	\$ 51.00	Balance	0.00	0.00
Bifocal	\$ 71.00	Balance	0.00	0.00
Trifocal (7X28)	\$ 95.00	Balance	0.00	0.00
Progressive	\$ 122.00	Balance	0.00	0.00
FEATHERWATES PLUS LENS TYPES (HIGH IMPACT)				
FeatherWates Plus	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED
Plano / Single Vision / Bifocal / Progressive	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED
PHOTOGREY LENS TYPES (BASIC IMPACT)				
Photogrey* (See notes below.)	0.00	100%	0.00	0.00
Single Vision*	\$ 36.00	Balance	0.00	\$ 15.00*
Bifocal *	\$ 56.00	Balance	0.00	\$ 25.00*
Trifocal (7X28)*	\$ 80.00	Balance	0.00	\$ 25.00*
ADD-ONS				
Tints * (See notes below.)	0.00	Balance	0.00	\$ 10.00*
UV Coating - Plastic Only	\$ 10.00	Balance	0.00	0.00
FRAME SELECTION - ANSI Z87.1 FRAMES ONLY! PERMANENT OR DETACHABLE SIDE SHIELDS ALLOWED.				
Frames that Retail up to \$ 59.99	\$ 20.00	Balance	0.00	0.00
Frames that Retail between \$60.00-\$99.99	\$ 40.00	Balance	0.00	0.00
Frames that Retail over \$100	\$ 50.00	Balance	0.00	0.00

Purchase Order #: 008900

\*Written authorization from district safety representative is required for Photogrey, Flexint and tinted lenses to be allowed. See below for authorization signature allowing these options. Customer must sign liability waiver below to purchase Photogrey, Flexint or tints.

Approval for Photogrey/Flexint/Tint: District Safety Rep. Signature \_\_\_\_\_ Date \_\_\_\_\_

**Photogrey/Flexint/Tint Liability Waiver:** Purchaser acknowledges that Photogrey, Flexint and tinted lenses are not for indoor use and therefore assumes all liability for injury or damages resulting from indoor use and fully releases LensCrafters from all liability that may result from the use of its products therewith. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Sales Audit) - Single customer per invoice.

- NOTE:**
- > ONE YEAR BREAKAGE PROTECTION PLAN NOT AVAILABLE FOR OCCUPATIONAL EYEWEAR
  - > THESE PRICES ARE NOT VALID WITH ANY OTHER DISCOUNT, COUPON OR INSURANCE BENEFIT PLAN
  - > ANY CHANGES IN AUTHORIZED MERCHANDISE MUST BE NOTED ON THE AUTHORIZATION FORM
  - > ANY CHANGE IN PHOTOCHROMATIC LENS POLICY MUST BE MADE IN WRITING ON COMPANY LETTERHEAD



## SAFETY SHOES PURCHASE AUTHORIZATION FORM

To be completed by Supervisor:

DATE:

EMPLOYEE:

Request Authorized Supplier:

Quenvolds (P.O. #008880), 4868 Sunrise Drive, Martinez

Red Wing (P.O. #008943, 1847 - C Willow Pass Road, Concord

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The above employee is authorized to purchase safety shoes with charge to CCCSD not to exceed:

\$175.00 each pair (MS/CG)

\$175.00 each pair (Local 1)

\$75.00 each pair (Co-op/Summer Student Program)

Authorized by: \_\_\_\_\_  
(Supervisor's Signature)

Date: \_\_\_\_\_

- NOTES:**
1. Employee is required to take completed authorized copy to supplier when making purchase and to return receipt to Supervisor.
  2. If approved cost of safety shoe is exceeded, the employee is required to pay the difference in cost to supplier at time of purchase.
  3. This form is only to be used for the purchase of safety shoes.