

Personal Protective Equipment

Policy

All DHS employees must use personal protective equipment (PPE) when performing work tasks that have had a hazard identified or are likely to result in a hazard. This policy covers the use of personal protective equipment for eye and face protection, head protection, foot protection, electrical protective equipment, hand protection and body protective equipment.

Authority

- Minnesota Statutes, Section 182.655, subdivision 10 (a).
- 29CFR1910.132 General Requirements (Personal Protective Equipment)
- 29CFR1910.133 Eye and Face Protection
- 29CFR1910.135 Head Protection
- 29CFR1910.136 Foot Protection
- 29CFR1910.137 Electrical Protection
- 29CFR1910.138 Hand Protection

Purpose

To train and provide protection to employees engaged in work tasks where there is a reasonable probability that using PPE may prevent injury.

Definitions

Eye and face protection (safety glasses, goggles or shields): Eye and face protective devices that meet the Occupational and Educational Personal Eye and Face Protection Devices (ANSI Z87.1-2010).

Head protection (hard hats): Protective helmets that meet the American National Standard for Industrial Head Protection (ANSI Z89.1.-2009).

Protective footwear (safety shoes): Footwear that meets the American National Standard for Personnel Protection – Protective Footwear (ANSI Z41-1999).

Electrical protective equipment (gloves, blankets, line hose, covers and sleeves): Electrical protective equipment that meets as a minimum the American Society for Testing and Materials (ASTM) specifications D 120-09, 1048-12, 1049-98, 1050-05, 1051-08, 1051-08 or F 478-09, 479-06, 496-08, D 178-01.

Hand and body protection (gloves, aprons and leggings): Hand or body protection based on the hazard or potential hazard identified, that meet the requirements for protection from the anticipated hazard.

Responsibilities

Site administrator (or designee): Responsible for the overall implementation of this policy and to obtain required equipment.

Supervisors (with Safety Administrators):

1. Perform and document a workplace assessment to determine if a hazard to employee is present or is likely to be present that requires the use of PPE.
2. Inform employees under his/her supervision of the PPE selection decisions.
3. Ensure that proper PPE and PPE training is provided to the affected employees. Each employee must be trained to know: a) When PPE is necessary; b) What PPE is necessary; c) How to properly don, doff, adjust and wear PPE; d) the limitations of the PPE; e) The proper care, maintenance, useful life and disposal of the PPE.
4. Attempt to obtain latex-free PPE.
5. Ensure that employees under his/her supervision adhere to PPE requirements.
6. Track safety shoe reimbursements.

Safety Administrators:

1. Assist with workplace assessments to determine if hazards are present or are likely to be present that may require the use of PPE.
2. Ensure that employee PPE meets the appropriate American National Standards Institute (ANSI) or American Society for Testing and Materials (ASTM) criteria.
3. Attempt to obtain latex-free PPE.
4. Establish procedures to ensure that employees required to wear PPE are identified.
5. Assist with the selection of PPE that will protect employees identified hazards.
6. Assist with the provision of PPE training to employees.

Employees:

Obtain, wear or correctly use PPE when engaged in work tasks identified as requiring personal protective equipment and maintain safety shoes and pay for shoe repairs.

Procedures:

Procurement of safety shoes: Employees requiring foot protection are responsible for obtaining approved safety shoes before performing tasks identified by the hazard assessment. Employees required to wear safety shoes must purchase and use them as required. Safety shoes must be purchased according to facility purchasing or current state purchasing policy. When possible employees may purchase safety shoes at a source of their choice. Employees must verify that safety shoes meet ANSI criteria.

Reimbursement: Probationary, temporary and permanent employees will be reimbursed up to \$125 each 24 months after proof of safety shoe purchase has been submitted and their supervisor verifies that the shoes are ANSI Z41 – 1991 compliant. Reimbursement is limited to one pair of safety shoes per 24-month period. However, if employee's safety shoes become damaged beyond repair, due to the performance of job tasks, the employee is eligible for an additional allowance of up to \$125 for replacement shoes.

Maintenance: Employees are responsible for the maintenance and repair of their safety shoes.

Prescription safety glasses: Employees who wear prescription glasses and are covered by this policy are responsible for obtaining approved safety glasses before performing tasks identified by a hazard assessment. DHS facilities will pay for prescription safety glasses.

Training: Training must be updated when changes in the workplace or PPE require additional information or there are inadequacies in the employee's use of the PPE. PPE training records must contain the employee's name, training date(s), and subject of the training. Training records must be maintained for the duration of the employees' employment.

References:

- DHS Policy Laboratory Safety
- DCT Policy 310-1055 Standard Precautions and Transmission-based Precautions
- DCT Policy 115-1029 Employee Bloodborne Pathogen Exposure
- [Current AFSCME, Council 5 Agreement](#)

Cancellations

This policy supersedes DHS Policy dated April 2009

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Policy history:

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