



DEPARTMENT OF MILITARY AFFAIRS
OFFICE OF THE ADJUTANT GENERAL
20 12TH STREET WEST
SAINT PAUL, MINNESOTA 55155-2004

EMPLOYEE PERSONAL PROTECTIVE EQUIPMENT

Policy # 1011-AD

Date Revised: May 6, 2022

Date Issued: May 10, 2011

Policy Statement

When a hazard cannot be eliminated by either engineering and/or administrative controls, the Department of Military Affairs (DMA) will provide, and employees will be expected to wear, Personal Protective Equipment (PPE) and related clothing while performing tasks and duties with recognized hazards.

Further, the purpose of this policy is to ensure that the DMA management and employees operate within and in compliance with Federal and State Occupational Safety and Health Act polices, collective bargaining agreements and compensation plans.

Procedures

Preventable workplace injuries are detrimental to efficiency and productivity as well as significantly affecting employee morale. As a result, it is imperative that employees be outfitted with proper PPE and educated in the proper wear and use to prevent injuries.

The State Safety and Occupational Health Officer will conduct evaluations every calendar year annually using pertinent evaluation criteria to document the various hazards and activities requiring PPE. The State Safety and Occupational Health Officer will also use the PPE Hazardous Assessment Certificate, (2013 version or any future version) to certify individual and group tasks and duties to ensure compliance with current statutory regulations and to direct staff education where necessary.

Responsibilities of supervisors:

1. Determine if employee is covered by this policy.
2. Advise employee of policy.
3. Assist employee in procurement of protective safety equipment.
4. Maintain records of those employees provided protective safety equipment.
5. Require employee adherence to the policy.

Responsibilities of employees:

1. Adhere to the policy by wearing protective safety equipment on the job.
2. Maintain personal protective safety equipment in a proper manner.
3. Use DMA provided protective safety equipment only when performing state employee duties.

Safety Shoes and Boots

In accordance with O.S.H.A. Regulations (29CFR 1910.13 2(a)), safety footwear will be worn by all employees while performing work tasks which require wearing of safety footwear and/or when working in a work situation identified by O.S.H.A. as a hazardous work area requiring the wearing of safety footwear. Safety shoes or boots will be provided if deemed necessary by the supervisor and approved by the Safety and Occupational Health Officer.

Employees covered by this policy shall be responsible for obtaining safety footwear that meets A.N.S.I. standards. Footwear may be purchased from a source of the employee's choice as long as the standards are met.

Reimbursement Process

The reimbursement process is as follows for employees required to wear safety footwear as a condition of employment:

1. Employees required to wear safety footwear shall be reimbursed up to \$175.00 for the safety portion of the footwear (shoes OR boots but excluding overshoes) upon submitting to DMA acceptable proof of the purchase of safety footwear. Overshoe reimbursement will not exceed \$50.00.
2. Such reimbursement shall be limited to once per employee every 24 months.
3. Employees will use the business expense process in the SWIFT Self Service portal to claim reimbursement and provide purchasing documentation to include an Approval for PPE Purchase Request form.
4. Since job tasks performed by certain employees can cause extraordinary wear to the safety footwear, the following exception will apply. Should such employee's safety footwear become damaged beyond repair or worn beyond repair due to performance of the employee's assigned job tasks, the employee may be eligible for additional reimbursement for replacement safety footwear, if the immediate supervisor (or other appropriate individual) determines that the footwear is irreparable and was damaged or worn out due to performance of the employee's assigned job tasks.

Consequence of Violation of This Policy

Failure to comply with this policy may result in preventable worker injury, violation of collective bargaining agreement or plan, and/or administrative action.

Employees must abide by the terms of this policy. Violations of this policy may constitute just cause for discipline, up to and including discharge.

Point of Contact

The point of contact of this policy or related safety and PPE issues is Mr. Bob Nehring, Safety and Occupational Health Officer, 651.282.4147 or robert.a.nehring2.nfg@army.mil.

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