

EFFECTIVE DATE: September 8, 1980

REVISION DATES: _____

SUBJECT: PROTECTIVE EQUIPMENT

1. PURPOSE:

- To standardize, throughout all departments, the City policy of providing maximum possible protection for all employees in any type of hazardous work.
- Pursuant to this policy, appropriate protective equipment will be provided, without cost to employees, on jobs in which there is a reasonable probability an injury can be prevented by such equipment.

2. RESPONSIBILITIES:**Personnel Safety Division will:**

- Assist Department Heads in determining the types of protective equipment needed, and the work areas in which the equipment will be used.
- Enforce the protective equipment program through the various division heads and supervisors.

Division Heads will:

- Requisition protective equipment as directed by the Department Head.
- Monitor and enforce the protective equipment program in their respective areas.

Supervisors will:

- Insure that employees wear protective equipment, as required by departmental procedures.
- Advise Division Head of policy violations that cannot be corrected by the supervisor.
- Wear protective equipment where and when required by departmental procedures.

Employees will:

- 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 procedures. Note: Having protective equipment in your possession, but not using it, is not considered as being in compliance with this directive, or departmental procedures.

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- Be responsible for equipment issued, and when City employment is terminated, for any reason, turn in protective equipment, as directed by the department. EXCEPTION: Prescription safety glasses need not be returned.

3. GENERAL:

- Persons to whom protective equipment is issued will be responsible for the safekeeping of the protective equipment. Loss or damage due to employee negligence will result in replacement at the expense of the employee.
- Willful or negligent disregard (by any employee) of the policies and procedures outlined herein, and in departmental procedures, fall within the context of Personnel Rule XVII, and as such, will result in disciplinary actions.