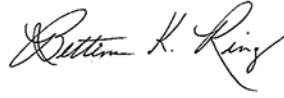


## Policy and Procedure 8-14

# Workplace Safety – Personal Protective Equipment

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**Codes/Mandates:** OSHA 29 CFR 1910.132, Personal Protective Equipment  
OSHA 29 CFR 1910.133, Eye and Face Protection  
OSHA 29 CFR 1910.135 and 29 CFR 1926.1000(a), Head Protection  
OSHA 29 CFR 1910.136(a), Foot Protection  
OSHA 29 CFR 1910.13, Hand Protection  
OSHA 29 CFR 1910.95, Occupational Noise Exposure  
OHS Regulation 29 CFR 1910.266, Logging Operations  
NFPA 1977 – 2005, Protective Clothing and Equipment for Wildland Fire Fighting ANSI Z87.1-1989, Eye and Face Protection  
ANSI Z89.1-1997, American National Standard for Protective Requirements for Protective Headwear of Industrial Workers  
ANSI Z89.1-2003, American National Standard for Protective Requirements for Protective Headwear of Industrial Workers, a revision to ANSI Z89.1-1997, which outlines the classes of hard hats based on the risk of danger to the person  
ASTM F2413-11 Standard Specification for Performance Requirements for Protective (Safety) Toe Cap Footwear  
ANSI/ISEA 105-2005, American National Standard for Hand Protection, Selection Criteria

**References:** Policy and Procedure 8-12, Workplace Safety – Job Safety Assessments  
OSHA Publication: [Personal Protective Equipment](#)

**Forms:** N/A

## CONTENTS

<b>PURPOSE</b> .....	<b>2</b>
<b>POLICY</b> .....	<b>2</b>
<b>DEFINITIONS</b> .....	<b>2</b>
<b>PROCEDURES</b> .....	<b>3</b>
<b>Responsible Parties</b> .....	<b>3</b>
<b>General PPE Requirements</b> .....	<b>3</b>
<b>Eye and Face Protection</b> .....	<b>4</b>
<b>Head Protection</b> .....	<b>5</b>
<b>Foot Protection</b> .....	<b>6</b>
<b>Leg Protection</b> .....	<b>7</b>
<b>Hand and Arm Protection</b> .....	<b>8</b>
<b>Hearing Protection</b> .....	<b>8</b>
<b>Torso and Body Protection</b> .....	<b>9</b>
<b>Job-Specific Personal Protective Equipment Requirements</b> .....	<b>10</b>
<b>Training Requirements</b> .....	<b>13</b>
<b>Record Keeping</b> .....	<b>13</b>
<b>AUTHORITY</b> .....	<b>13</b>
<b>INTERPRETATION</b> .....	<b>13</b>

## PURPOSE

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PPE is an invaluable tool in the prevention of injuries. However, it should be prescribed only when other pre-contact controls (engineering controls, process changes, revised work practices and administrative controls) are not practical, feasible or totally effective. The role of PPE is to provide a [second] degree of protection should a hazard slip out of its other control measures and actually come into contact with a worker. This policy and procedure outlines when PPE needs to be used and the criteria for its selection.

## POLICY

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VDOF will, so far as is practicable, provide and maintain a working environment in which its employees are not exposed to hazards. Where it is not practicable to avoid the presence of hazards in the workplace, employees will be provided personal protective clothing and equipment to protect them against those hazards.

This policy and procedure complies with the requirements of OSHA Regulation 29 CFR Part 1910.132, Personal Protective Equipment. In short, PPE will be used when the eyes, head, face, hands/arms, legs, torso and hearing are exposed to workplace hazards that cannot be controlled by other means.

PPE is not to be considered a substitute for pre-contact controls. In the hierarchy of controls (elimination, substitution, engineering, administration and PPE), PPE will be considered the least satisfactory method in the prevention of work-related injury. Therefore, it will be used when other measures are not feasible or cannot be implemented immediately, as well as to augment these other means of hazard control.

This policy and procedure hereby sets forth the procedures to be used for the selection and use of PPE.

## DEFINITIONS

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**“Agency”** and **“VDOF”** means the Virginia Department of Forestry.

**“Class A (or G) helmets – general protection”** are hardhats rated for general service. They provide good impact protection but limited voltage protection (less than 2,200 volts). They are a good choice for mining, building construction, shipbuilding, lumbering and manufacturing.

**“Class B (or E) helmets – electrical protection”** are hardhats used to provide protection from impact and are to reduce the danger of contact with high-voltage (less than 20,000 volts) conductors. They must be used when an employee is engaged in electrical work and in wildland firefighting/prescribed burning (since many fires are in areas where there are structures and associated electrical hazards).

**“Class C helmets – conductive”** are hardhats used to provide only impact and penetration protection. Since they are usually made of aluminum, which conducts electricity, they should not be used around electrical hazards.

**“Commonwealth”** means the Commonwealth of Virginia.

**“HPD”** means hearing protection device.

**“Impact noise”** is noise that is not continuous and is considered impact or impulse noises. Impact noises are considered loud momentary explosions of sound, such as the noise from a powder-actuated nail gun or a punch press. Exposure to impact noises cannot exceed 140 dB.

**“NRR”** means Noise Reduction Rating. Hearing protection devices are required by law to be labeled with a Noise Reduction Rating. The rating is based on performance obtained under ideal laboratory conditions. Usually, people obtain far less protection than the labeled rating because they do not wear the devices correctly or neglect to wear them during the entire period of the noise exposure.

**“Personal protective equipment (PPE)”** is equipment worn by a worker to minimize his/her exposure to specific occupational hazards. It protects the employee by creating a physical barrier between him/her and the workplace hazards. You can find PPE designed to protect eyes, face, head, ears, feet, hands, arms, and whole body. PPE includes such items as respirators, gloves, fall protection, goggles, helmets, hardhats, safety shoes/boots, ear plugs, chaps, gloves

and more. PPE must be used when the eyes, face, hands, extremities, or other parts of the body are exposed to workplace hazards that cannot be controlled by other means.

“**ROPS**” means rollover protection structure.

“**Type I helmets**” are hardhats used where top-only protection is needed.

“**Type II helmets**” are hardhats used where protection is needed from the front, top, back and/or sides.

## PROCEDURES

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### Responsible Parties

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**Supervisors** are responsible for being familiar with the government regulations and VDOF safety standards and practices regarding to the use of PPE; assessing employee job tasks to determine if hazards exist and take action to mitigate hazards (with PPE if necessary); selecting and providing employees with PPE that is appropriate to protect them from hazards associated with their job tasks when other controls measures are impractical, and ensuring that employees are trained in the correct use and maintenance of PPE.

**Employees** are responsible for the identification of and reporting unsafe work conditions or hazards to a supervisor; complying with required PPE safeguards set forth in this plan and other safety plans established by VDOF as well as any additional safety recommendations provided by supervisors, and conducting assigned tasks in a safe manner and wear all assigned PPE consistently and correctly.

### General PPE Requirements

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- ◆ PPE devices alone will not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound workplace safety practices.
- ◆ Protective equipment shall be used whenever there are hazards present in a job that could result in bodily injury and when those hazards cannot be mitigated with other types of controls.
- ◆ Job safety assessments will be conducted to help determine if job hazards are present, or are likely to be present. If hazards are present, or likely to be present, appropriate PPE will be selected and used.
- ◆ PPE shall be provided by VDOF at no cost to employees including replacement PPE. Replacement of lost or intentionally damaged PPE is at the discretion of the agency.
- ◆ If an employee elects to provide his or her own PPE, VDOF is not required to reimburse the employee for that equipment. In addition, PPE supplied by the employee will be subject to inspection to ensure that it is in good condition and is suitable for use in the situation(s) it is intended for.
- ◆ Reimbursement for ordinary clothing (including normal work boots and street shoes), non-specialty safety-toe protective footwear (including steel-toe shoes or steel-toe boots), skin creams or other items used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses and sunscreen is at the discretion of VDOF and is not guaranteed.
- ◆ Employees will ensure that their PPE is clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision.
- ◆ All PPE will be appropriate for the work to be performed so that it provides adequate protection against the particular hazards for which it is being used.
- ◆ PPE shall fit properly, be reasonable comfortable and not unduly interfere with the movements of the wearer.

## Eye and Face Protection

- ◆ Employees will use eye/face protection whenever a situation poses a risk of injury to their eyes or face. Examples of potential eye or face injuries situations include:
  - Objects such as dust, dirt, metal, wood chips and other debris entering the eye from activities, such as chipping, grinding, sawing, hammering, the use of power tools or even strong wind forces
  - Chemical splashes to the eye from corrosive substances, hot liquids, solvents, blood or other hazardous solutions including harmful gases, vapors and aerosols
  - Objects swinging into the eye or face, such as tree limbs, chains, tools or ropes
  - Radiant and infrared energy from welding, lasers or other radiant light
- ◆ Eye/face protection will be appropriate to the hazards encountered on the job.
  - For example: When conducting welding operations, employees will use equipment with filter lenses that have a shade number appropriate for the work being performed; if a laser product is to be used, the operator will use laser safety eyewear (LSE) that follows the manufacturer's recommendations
- ◆ Appropriate eye protection must also be worn by persons who are working nearby, or passing close to, an area where the potential for eye/face injury exists.
- ◆ When determining the type of eye protection needed, care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Protective eye/face device(s) (e.g., safety glasses, goggles, face shield, laser safety glasses, helmets, etc.) will be used that provide the highest degree of safety from all exposure hazards.
- ◆ Employees shall follow PPE requirements set forth for eye/face protection as identified in all workplace Safety policy and procedures.
- ◆ Any new eye and face protective devices must comply with ANSI Z87.1-1989 or be at least as effective as this standard requires. Accordingly, they will have impact resistant lenses and frames. Protection devices meeting those requirements will be labeled with a Z87 mark on the lens or frame. Any equipment purchased before this requirement took effect on July 5, 1994, must comply with the earlier ANSI Standard (ANSI Z87.1-1968) or be shown to be equally effective.
- ◆ Laser safety eyewear will bear a label with the following information:
  - The laser wavelengths for which they are intended to be used
  - The optical density of those wavelengths
  - The visible light transmission
- ◆ When a hazard from flying objects exists, side protectors meeting ANSI standards must be used.
- ◆ An employee, who wears prescription glasses, while engaged in operations that involve eye hazards, will wear safety eyewear. The employee has the choice to:
  - Wear safety eyewear that can be worn over their prescription lenses. Care should be taken to select eyewear that will not disturb the proper position of the prescription lenses.
  - Wear safety eyewear that incorporates the prescription in its design. The cost of prescription safety glasses will be assumed by the employee. The prescription lens will have the laboratory/manufacturer marking embossed on it if it is approved for safety purposes. The frame will bear a Z87 or Z87- 2 marking, indicating that it has been tested and meets the standard for impact tests.
- ◆ Employees who wear contact lenses must also use appropriate eye and face protection in hazardous conditions; it should be recognized that dusty environments represent an additional hazard to contact wearers.
- ◆ Safety glasses and other eye and face protection will be stored carefully to prevent scratching and damage. In general, do not store protective eyewear where it would be exposed to high heat, direct sunlight or abrasive surfaces.

- ◆ Employees will inspect eye and face protection for dirt, scratches, cracks and soundness and will ensure that they are in good working condition prior to use – dirty lenses can impair vision and should be cleaned. Lenses that are pitted or deeply scratched are more prone to break under impact and should be replaced. Laser or welding safety eyewear that is cracked or has loose fitting filters could transmit harmful rays directly to the eye and should be discarded.
- ◆ Protective eyewear will fit properly. Ill-fitted eyewear may not provide the degree of protection needed to shield against certain hazards.
- ◆ Protective eyewear that has been previously used by another person will be cleaned and disinfected before re-issuing. Clean eye and face protection according to the manufacturer's instructions. If the manufacturer's instructions are not available, clean with a mild soap and water solution (maintained at 120°) by soaking for 10 minutes, rinse thoroughly and allow to air dry.
- ◆ A welding helmet with appropriate shading will be used for all types of arc welding.
- ◆ Laser safety eyewear will be worn at all times when operating a Class IIIb or IV laser. Selection of appropriate LSE will be based on the manufacturer's recommendations. Any class IIIa, IIIb or IV laser product will have the classification/warning label affixed to it.
- ◆ People who work outdoors should protect their eyes from UV light. Such protection should be provided with baseball-style hats or sun hats with brims suitable for shading the eyes. Employees are highly encouraged to wear sunglasses and/or safety glasses with UV protection.

## Head Protection

- ◆ Hardhats will be worn when working in areas where there is the possibility of head injury from any of the following conditions:
  - Objects falling from above and striking the employee on the head
  - Objects flying through the air and striking the employee on the head
  - The employee striking his/her head against fixed objects (e.g., exposed pipes or beams)
  - Where there is a possibility of accidental contact with electrical hazards or heat sources (e.g., fire)
- ◆ Employees will wear hardhats in the following specific situations:
  - On active logging jobs
  - When operating a chainsaw
  - When operating a bulldozer.
    - Hardhats should be secured with chin straps to prevent them from coming off in the event of a rollover.
  - When working below other workers who are using tools and materials which could fall
  - During wildland firefighting/prescribed burning operations.
    - Hats will comply with the requirements of NFPA 1977 – 2005, Standard for Protective Clothing for Wildland Firefighting, and will be labeled as such on the inside of the helmet.
- ◆ Employees working above other workers must secure their hardhats with a chin strap to prevent the hat from being bumped off and falling.
- ◆ Unless exemptions are granted for specific tasks, assignments or events, hardhats worn by VDOF employees, contractors and visitors will be Type II, Class E.
- ◆ Protective headgear must meet the requirements of ANSI Z89.1-1997 standard (Protective Headgear for Industrial Workers). The inside label of the helmet should show the manufacturer's name, the ANSI standard it meets, and its class. It is advisable to leave the label in the helmet. Most of today's hard hats meet the ANSI Z89.1-1997 standard which includes the following:
  - Materials used in helmets must be water-resistant and slow burning.
  - Each helmet must consist of a shell and suspension system.

- Helmets must have suspension systems (such as head bands) that are adjustable.
- ◆ Helmets will be worn in the correct direction. Hardhats will not be worn backwards (unless welding apparatus is attached and welding is being performed) or tilted to one side – it will compromise the shock absorbency of the suspension system.
- ◆ Hard hats will not be altered for any reason. Alterations may result in a lower level of protection than originally intended and will void the manufacturer's warranty; modifications that would hide defects (stickers, paint, etc.) will not be used on hardhats; accessories attached to hardhats must be compatible with the hard hat to avoid compromising protection.
- ◆ Employees will perform a visual inspection of their hardhats prior to use each day. Any hard hat (or suspension system) that fails the visual inspection will be removed from service and replaced. Also, any hardhat that has been involved in a head-injury prevention should be replaced. Check the following during your inspection:
  - The suspension system. The main purpose of the suspension system is to absorb the shock of a blow. Excessive wear, defects, or damage can invalidate the protection that it should be providing. Look for cracks; tears; frayed or cut straps, and loss of pliability. The attachment points to the shell should fit tightly and securely into their respective key slots. The suspension system should hold the shell from 1 to 1¼ inches off the head.
  - The brim and shell for signs of impact (i.e., dents, cracks or penetration) and rough treatment (i.e., abrasions, gouges or excessive wear).
  - The brim and shell for signs of exposure to heat, chemicals, UV light or other radiation. Look for loss of surface gloss, chalking or flaking as signs of exposure.
- ◆ If an employee's hard hat is in good condition upon inspection and has not been previously dropped (more than eight to 10 feet), it may be used regardless of a manufacturer's suggested expiration date – OSHA does not require expiration dates. However, replacing hard hats every five years regardless of outward appearance is a good rule of thumb particularly if they have been exposed routinely to environments which have temperature extremes, sunlight or chemicals. It is suggested that employees mark the inside of their hardhat with the date put into service so that age can be readily determined.
- ◆ Helmets will not be stored or transported in direct sunlight or exposed to extreme temperatures for long periods of time. Ultraviolet light and extreme heat can reduce the strength of the hardhat.
- ◆ Hardhats will be cleaned periodically. Follow manufacturer recommendations for safe cleaning agents... paint thinners and some cleaning agents can weaken the shell and may eliminate electrical resistance. Generally, a mild detergent and warm water is sufficient, followed by rinsing in clear water. Wipe the shell of hard hat dry and allow suspension system, sweatband and accessories to air dry thoroughly.

## Foot Protection

- ◆ Employees shall ensure that their footwear provides the level of foot protection that is appropriate for the hazards the employees may encounter in the performance of their jobs.
- ◆ Employees shall wear foot protection that meets ASTM F2413-11, *Standard Specification for Performance Requirements for Protective (Safety) Toe Cap Footwear* or equivalent whenever injuries could result from exposure to any of the hazards indicated below.
  - Heavy objects falling on them (impact hazards)
  - Heavy objects rolling onto them (compression hazards)
  - Splashes from chemicals, molten metal and other hazards (absorption hazards)
  - Sharp objects piercing the sole (lacerations, punctures)
  - Electrical hazards
  - Slippery surfaces
- ◆ When actively engaged in firefighting duties, employees shall wear heavy-duty leather, laced boots that are at least eight inches high and have nonskid, melt resistant soles. Footwear with safety toe caps made of metal is

not allowed for fire suppression duty. A boot that has been approved for wildland fire duty by the National Fire Protection Association (NFPA) is highly recommended.

- ◆ When operating a chainsaw, employees shall wear boots that are made of a cut-resistant material such as heavy-duty leather or Kevlar and which are at least eight inches high in order to protect the foot and ankle area against contact with a running chain saw. A logger boot that meets the appropriate ANSI standard is acceptable.
- ◆ Footwear worn for firefighting duties may also be worn when operating a chainsaw provided that such firefighting footwear also offers the appropriate level of cut-resistant protection.
- ◆ Mechanics shall wear footwear with appropriate protective toe cap while working in mechanic shops.
- ◆ Employees who cannot wear safety shoes for medical reasons must furnish a letter to their supervisor from their physician stating the reason and the anticipated duration of the condition. A copy of the letter shall also be provided to the Office of Human Resource for inclusion in the employee's personnel file.
- ◆ Reimbursement for safety footwear, such as steel-toed shoes/boots, slip-resistant shoes or general work boots, is subject to funding and at the discretion of the department. Regardless of the department's ability to reimburse employees for all or a portion of the cost of their footwear, employees are still obligated to ensure the adequacy of their footwear for the hazards to which they may be exposed.
- ◆ Employees shall inspect their safety footwear regularly for cuts, holes, tears, cracks, worn soles and other damage that could compromise its protective qualities. Footwear required for certain hazards, such as electrical, hazardous materials or chemical-resistance, will be inspected prior to each use.
- ◆ Damaged or defective footwear that will not provide the level of protection required must be replaced immediately.
- ◆ Safety footwear supplied by the employee is subject to inspection to ensure that it is in good condition and that it is suitable for use in the conditions that employees will encounter in the performance of their duties.

## Leg Protection

- ◆ VDOF employees with job tasks that include fire suppression, grounds maintenance, farming, use of chainsaws, use of other power equipment and mechanical activities will be especially mindful of leg hazards and ensure that they choose and use appropriate PPE to guard against leg injuries. Leg protection from snake bites should also be considered a risk in some areas of the state.
- ◆ Employees must wear leg protection when exposed to hazards that could injure their legs. Hazards include but are not limited to:
  - Hazardous splashes (e.g., chemicals, molten metal, etc.)
  - Rough or sharp surfaces (including power equipment)
  - Extreme heat
  - Objects piercing the skin
- ◆ Personnel will wear specific leg protection as identified in this and other workplace safety policy and procedures and as identified by specific hazard analyses. This includes but is not limited to the following:
  - Employees who operate a chainsaw must wear leg protection constructed with cut-resistant material, such as ballistic nylon or Kevlar. The leg protection shall cover the full length of the thigh to the top of the boot on each leg to protect against contact with a moving chainsaw.
    - Exception: This requirement does not apply when an employee is working as a climber – it is demonstrated that a greater hazard is posed by wearing leg protection in that particular situation, or when an employee is working from a vehicular-mounted elevating and rotating work platform meeting the requirements of 29 CFR 1910.68.
  - Personnel assigned to fire duties must wear approved fire-resistant pants.

- When heavy cutting or welding is being done, leather pants and spats or aprons and leggings will be used to protect the welder's waist, legs and feet. Spats will prevent sparks from burning through the front of lace-up boots.

## Hand and Arm Protection

- ◆ Employees will wear hand and arm protection when those body parts are exposed to hazards, such as:
  - Harmful substances; liquids that can be absorbed through the skin or that can cause skin irritation; chemical burns, or similar conditions. Examples would include strong acids/bases; toxic or corrosive materials; organic solvents, and radioactive materials
  - Tools, equipment or materials that can cause cuts, lacerations, punctures, fractures, amputations or abrasions
  - Materials or agents that can cause burns or that expose the employee to harmful temperatures
  - Blood or other potentially infectious agents
  - Live electrical systems or components
    - Additional training is required for the use of electrical protective equipment.
- ◆ The type of hand protection selected for use in a situation must be appropriate to the hazards involved in the job to be performed.
- ◆ Personnel will wear specific hand protection as identified in this and other sections of the safety plan and as identified by specific hazard analyses. This includes but is not limited to the following:
  - Personnel involved in fire suppression activities will use leather gloves that meet the glove requirements of NFPA 1977, Standard on Protective Clothing and Equipment for Wildland Firefighting. All gloves meeting this standard will have a label stating so on the inside of the glove.
  - All leather, gauntlet-type gloves should be worn when doing any welding. The weight of the glove and the insulating properties will be chosen according to the type of welding being done. Those with a cloth insulating liner are best for hot work. Non-insulated gloves offer more dexterity for fine work. When a great deal of dexterity is needed for gas tungsten arc welding, brazing, soldering, oxy fuel gas welding and other delicate processes, soft leather gloves may be used.
- ◆ Gloves should be checked routinely for wear and tear, leaks, etc. that could cause them to be ineffective against the hazards they are guarding against. Gloves that are worn or ineffective should be discarded and replaced immediately.

## Hearing Protection

- ◆ Decibel levels will be determined for potentially dangerous sources of on-the-job noise. Employees will identify and report potentially dangerous sources of noise found on-the-job to their supervisor or agency safety officer.
- ◆ Where continuous noise levels of 90 decibels or more are identified in the workplace, they will be mitigated with administrative or engineering controls if practical and possible. Where these control measures cannot be implemented, employees will wear hearing protection. Hearing protection is encouraged at lower levels, particularly for people who find themselves in situations that are very close to the 90-decibel exposure level.
- ◆ Employees who knowingly are exposed to impact noises of 140 db or greater will wear hearing protection.
- ◆ To ensure hearing conservation, employees will:
  - Either remove themselves from a situation in which they need to shout to be heard, or don earing protection.
  - Wear hearing protection whenever they can expect to be exposed to loud noises.
  - Wear hearing protection whenever the job entails operating, or being in the vicinity of, noisy equipment. This includes, but is not limited to, grounds keeping machines, power tools, chainsaws, shop equipment, wood working equipment, bull dozers and aircraft.



- ◆ Hearing protection will lower loud noise levels to 85 decibels or less at the ear.
  - To determine the noise level entering the ear, subtract seven from the NRR of the device. This more accurately reflects the actual protection. Then, subtract this number from the known or estimated decibel level of the noise. This will give you the amount of dB entering the ear.
- ◆ Hearing protection selected for use will also have comfort factored in. When selecting a HPD it must be emphasized that the best hearing protector is NOT necessarily the one with the highest NRR, but the one that people will consistently wear whenever exposed to loud noise. In addition, there is no single protector that will fit everyone, be universally comfortable and be appropriate in every environment.

## Torso and Body Protection

- ◆ Employees who face possible injury to the torso of any kind that cannot be eliminated through engineering, work practice or administrative controls, shall wear appropriate body protection while performing their jobs. This includes injury from cuts, impacts, radiation and temperature extremes; hot splashes from molten metals and other hot liquids; fire, and hazardous chemicals.
- ◆ The type of protective body wear will be determined through job safety analysis.
- ◆ Personnel will wear specific torso protection as identified in this and other policies, and as identified by specific job safety analyses.
- ◆ Employees who work active wildland fires must wear clothing that affords protection to the entire body (i.e., torso, legs, arms) in addition to foot, head and hand protection (see sections on foot, head and hand protection). Such clothing will meet or exceed the 1977 NFPA standard for Protective Clothing and Equipment for Wildland Firefighting.
- ◆ Employees who are exposed to hazards caused by moving vehicles (e.g., working on or adjacent to a roadway, on a construction site or on a logging site) must wear a high-visibility upper body garment. The type of garment worn (e.g., vest, jacket, tee-shirt, etc.) must be capable of distinguishing the wearer from the surrounding background. The garment must be visible for 360 degrees.
- ◆ Employees who have potential exposure to hunters during Virginia's big game spring and fall hunting seasons must wear a high-visibility upper body garment or a high-visibility hat with 360-degree visibility while working in the field.
- ◆ Employees responding to an incident on the side of a federal aid highway must wear a safety vest that meets the Performance Class II or III requirements of the ANSI/ISEA 107-2004 publication. Minimum requirements include use of fluorescent yellow-green, orange-red or red background material with 360-degree retro reflective visibility. Garments should be labeled as compliant with ANSI/ISEA 107-2004 or ANSI/ISEA 207-2006.
- ◆ Employees performing heavy cutting or welding operations, where their torso may be exposed to heat or hot sparks, will select and wear protective clothing that guards against burns to the body. There are numerous clothing options available. Such clothing should be leather or a fire-rated substitute. Either the full jacket or the cape with a bib should be worn for any overhead or out-of-position work.
  - Jackets offer full torso and arm protection, but may be too heavy for some working conditions.
  - A lighter, cooler alternative to the full jacket is a cape sleeve, which protects the shoulders, arms and chest while leaving the back and abdomen open. Most capes will come with a clip-on bib, which can be added as needed for additional protection to the waist.
  - Aprons offer chest, abdomen and upper leg protection.
  - Bib overalls and bibbed-chaps provide chest and leg protection.
- ◆ Employees who operate, or are passengers in, a motor vehicle (state-owned or private) will wear seatbelts when conducting state business.
- ◆ Operators of farm tractors, dozers, other heavy equipment, riding lawn mowers and UTVs must wear body restraints if the equipment the machinery has a rollover protection device.

- ◆ High-visibility clothing will not be soiled, faded or torn so as to reduce its effectiveness.
- ◆ High-visibility garments worn from sunset to sunup will be made of, or marked with, reflective material.

## Job-Specific Personal Protective Equipment Requirements

The following is a list of PPE that is required for specific job tasks or when using particular pieces of equipment. For more specific information, refer to specific policy and procedures:

Personal Protective Equipment (PPE)	
Task, Equipment or Workplace	Required PPE
Aircraft, Pilot and Passenger	<ul style="list-style-type: none"> <li>◆ Seat restraint</li> <li>◆ Hearing protection – special-purpose ear muff with integrated radio</li> </ul>
ATV operator – Non-Firefighting/Prescribed Burning	<ul style="list-style-type: none"> <li>◆ Approved motorcycle helmet</li> <li>◆ Eye protection (see options in <i>Policy and Procedure 8-19, Workplace Safety - ATV and UTV Operations</i>)</li> <li>◆ Gloves</li> <li>◆ Boots</li> <li>◆ Long pants</li> <li>◆ Long sleeves (see exception for hot weather in <i>Policy and Procedure 8-19, Workplace Safety - ATV and UTV Operations</i>)</li> </ul>
ATV Operator – Firefighting/Prescribed Burning	<ul style="list-style-type: none"> <li>◆ See ATV Operator – Non-Firefighting/Prescribed Burning</li> <li>◆ See Firefighter – All Ground Personnel</li> <li>◆ Portable Radio (must be audible over machine noise; ear bud or other hearing device recommended)</li> </ul>
Bull Dozer Operator – Enclosed Cab, Firefighting/Prescribed Burning	<ul style="list-style-type: none"> <li>◆ Seatbelt</li> <li>◆ Hard hat (chinstrap attached)</li> <li>◆ Nomex (or Indura Cotton) pants and shirt or jacket</li> <li>◆ Boots</li> <li>◆ Gloves</li> <li>◆ Portable radio</li> <li>◆ Fire shelter</li> </ul>
Bull Dozer Operator – Enclosed Cab, Non-Firefighting/Prescribed Burning	<ul style="list-style-type: none"> <li>◆ Seatbelts</li> <li>◆ Hard hat (chinstrap attached)</li> <li>◆ Boots</li> <li>◆ Gloves</li> </ul>
Bull Dozer Operator – Open Cab, Firefighting/Prescribed Burning	<ul style="list-style-type: none"> <li>◆ Seatbelt</li> <li>◆ Eye protection</li> <li>◆ Hard hat (chinstrap attached)</li> <li>◆ Boots</li> <li>◆ Leather Gloves</li> <li>◆ Nomex (or Indura cotton) pants and shirt or jacket</li> <li>◆ Hearing protection</li> <li>◆ Portable radio (must be audible over machine noise)</li> <li>◆ Fire shelter</li> </ul>
Bull Dozer Operator – Open Cab, Non-Firefighting/Prescribed Burning	<ul style="list-style-type: none"> <li>◆ Seatbelt</li> <li>◆ Eye protection</li> <li>◆ Hard Hat (chinstrap attached)</li> <li>◆ Boots</li> <li>◆ Gloves</li> <li>◆ Hearing protection</li> </ul>
Carpentry Work	<ul style="list-style-type: none"> <li>◆ Eye protection</li> </ul>

Chemicals (e.g., fungicides, herbicides, insecticides)	<ul style="list-style-type: none"> <li>◆ All safety items as recommended in the MSDS</li> </ul>
Chainsaw Operation	<ul style="list-style-type: none"> <li>◆ Hard hat</li> <li>◆ Eye protection</li> <li>◆ Chainsaw chaps or pants</li> <li>◆ Seasonally appropriate long pants for non-fire activity; Nomex (or Indura cotton) pants for fire related activity</li> <li>◆ Seasonally appropriate shirt for non-fire activity; long sleeve Nomex (or Indura cotton) shirt or jacket for fire-related activity</li> <li>◆ Leather gloves</li> <li>◆ Long sleeves</li> <li>◆ Boots</li> <li>◆ Hearing protection</li> <li>◆ For additional information, see <i>Policy and Procedure 8-20, Workplace Safety - Chainsaw Operations</i>)</li> </ul>
Cone Collection	<ul style="list-style-type: none"> <li>◆ Hard hat</li> <li>◆ Gloves</li> <li>◆ Eye protection</li> <li>◆ Wasp repellent</li> <li>◆ Fall protection if on raised platform</li> </ul>
Farm Tractor with ROPS	<ul style="list-style-type: none"> <li>◆ Seatbelt</li> <li>◆ Safety glasses or goggles</li> <li>◆ Boots</li> <li>◆ Hearing protection</li> <li>◆ Gloves</li> </ul>
Farm Tractor without ROPS	<ul style="list-style-type: none"> <li>◆ Safety glasses or goggles</li> <li>◆ Boots</li> <li>◆ Hearing protection</li> <li>◆ Gloves</li> </ul>
Firefighting/Prescribed Burning – All Ground Personnel	<ul style="list-style-type: none"> <li>◆ Hard hat</li> <li>◆ Nomex (or Indura Cotton) pants and shirt or jacket</li> <li>◆ Boots</li> <li>◆ Leather Gloves</li> <li>◆ Fire shelter</li> <li>◆ Portable radio or must have means of direct communication with fireline supervisor (i.e., verbal, hand signaling, etc.)</li> <li>◆ Eye protection</li> </ul>
Forklift Operation	<ul style="list-style-type: none"> <li>◆ Seatbelt</li> <li>◆ Boots or sturdy work shoes</li> </ul>
Hand Planting	<ul style="list-style-type: none"> <li>◆ Hard hat</li> <li>◆ Boots</li> </ul>
Harvest Inspections	<ul style="list-style-type: none"> <li>◆ Hard hat</li> <li>◆ Sturdy boots</li> <li>◆ Eye protection when in areas of dense underbrush</li> <li>◆ High-visibility vest</li> <li>◆ Hearing protection (in areas where decibel level exceeds 85)</li> </ul>
Lawn Mowing	<ul style="list-style-type: none"> <li>◆ Eye protection</li> <li>◆ Hearing protection</li> <li>◆ Long pants</li> </ul>
Driving a Motor Vehicle	<ul style="list-style-type: none"> <li>◆ Seatbelt</li> </ul>

Planting Inspection	<ul style="list-style-type: none"> <li>◆ Hard hat</li> <li>◆ Boots</li> <li>◆ High-visibility vest during big game hunting seasons</li> </ul>
Timber Stand Improvement / Timber Marking	<ul style="list-style-type: none"> <li>◆ Eye protection when in areas with dense brush</li> <li>◆ Sturdy boots</li> <li>◆ Long sleeves</li> <li>◆ Long pants</li> <li>◆ High-visibility vest during big game hunting seasons</li> </ul>
Tracked Front-End Loader Operation	<ul style="list-style-type: none"> <li>◆ Seatbelt (if ROPS equipped)</li> <li>◆ Eye protection</li> <li>◆ Hard hat</li> <li>◆ Boots</li> <li>◆ Gloves</li> <li>◆ Hearing protection</li> </ul>
Tree Climbing	<ul style="list-style-type: none"> <li>◆ Hard hat</li> <li>◆ Fall protection</li> <li>◆ Eye protection</li> <li>◆ Boots</li> <li>◆ Gloves</li> </ul>
Tree Planting – Hand	<ul style="list-style-type: none"> <li>◆ Hard hat</li> <li>◆ Safety glasses</li> <li>◆ Boots</li> </ul>
Tree Planting – Machine Operator	<ul style="list-style-type: none"> <li>◆ Hard hat</li> <li>◆ Eye protection</li> <li>◆ Seat belts</li> </ul>
Tree Planting – Machine Planter	<ul style="list-style-type: none"> <li>◆ Hard hat</li> <li>◆ Eye protection</li> <li>◆ Boots</li> </ul>
UTV Operator / Passenger – Firefighting/Prescribed Burning	<ul style="list-style-type: none"> <li>◆ Seatbelt (if ROPS equipped)</li> <li>◆ Head protection - hardhat with chin strap attached (if ROPS equipped); helmet if not ROPS equipped</li> <li>◆ See Firefighter – All Ground Personnel</li> <li>◆ Portable radio (must be audible over machine noise)</li> <li>◆ Hearing protection if using hardhat</li> </ul>
UTV Operator / Passenger – Farming and Grounds keeping Activities	<ul style="list-style-type: none"> <li>◆ Seatbelt (if ROPS equipped)</li> <li>◆ Eye protection (see options in <i>Policy and Procedure 8-18, Workplace Safety - ATV and UTV Operations</i>)</li> <li>◆ Gloves (not required if UTV has a windshield)</li> <li>◆ Long pants</li> <li>◆ Long sleeves (see exception for hot weather in <i>Policy and Procedure 8-19, Workplace Safety - ATV and UTV Operations</i>)</li> <li>◆ Head protection (see helmet/hardhat options and exceptions in <i>Policy and Procedure 8-19, Workplace Safety - ATV and UTV Operations</i>)</li> <li>◆ Boots or sturdy work shoes</li> <li>◆ Hearing protection</li> </ul>
Weed Eating	<ul style="list-style-type: none"> <li>◆ Eye protection</li> <li>◆ Hearing protection</li> <li>◆ Long pants</li> <li>◆ Gloves</li> <li>◆ Boots</li> </ul>

## Training Requirements

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Employees will be trained in the proper use of PPE that they are expected, or required, to use. There is no required format. Training may be conducted during formal courses, on-the-job, or informally during special events or meetings. It must, however, be conducted prior to performing work requiring the use of the PPE.

Training needs to cover the following:

- ◆ When PPE is necessary
- ◆ What PPE is necessary
- ◆ How to properly put on, take off, adjust and wear PPE
- ◆ The limitations of the PPE
- ◆ Proper care, maintenance, useful life and disposal of PPE

## Record Keeping

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When PPE training is part of a formal course, the VLC course description will include a list of PPE that will be covered in the course. Upon completion of the course, the student's VLC transcript will be updated to include the course, thereby providing the written certification of training needed to satisfy OSHA requirements.

When PPE training is conducted through informal approaches, such as on-the-job training, meetings, etc. employees will enter such in their time accounting.

## AUTHORITY

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This policy and procedure is issued by the Virginia state forester.

## INTERPRETATION

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The director of human resources and agency safety officer are responsible for the interpretation of this policy and procedure.