

CHAPTER 20

PERSONAL PROTECTIVE EQUIPMENT

1. Purpose. To reduce or eliminate personnel exposure to workplace hazards.

2. Background. It is the Naval Air Engineering Station Lakehurst (NAES) policy that Personal Protective Equipment (PPE) shall be provided, used and maintained when it has been determined by competent authority that its use is required and that such use will lessen the likelihood of occupational injuries/illnesses.

3. Discussion and Policy.

a. Protective clothing and equipment consists of garments and devices used to protect individuals against specific hazards inherent in performing a particular job. Wherever possible, the hazards shall be corrected by engineering revision such as process changes, construction and control of ventilation. When such controls are not feasible, PPE shall be employed to eliminate personnel exposure to hazards; however, PPE is not a desirable substitute for administrative or engineering controls.

b. Protective clothing and equipment shall be selected and designed on the basis of working conditions and the degree of protection required. In addition, a careful study should be made of accident records, safety inspections and suggestions by the operating personnel in selection of PPE.

c. Personnel shall be thoroughly instructed in the types, uses and maintenance of protective clothing and equipment. Regulations regarding use of protective clothing and equipment shall be enforced. Complaints by personnel regarding the wearing of protective clothing and equipment shall be thoroughly and promptly investigated by the Occupational Safety and Health (OSH) Office.

d. Government Furnished Items, PPE not normally owned by personnel, but required in the performance of duties, shall be furnished without cost to the employee. Items in this category include special purpose eyewear, respirators, hearing protective devices, construction helmets, special aprons and foot protective devices; i.e., rubber boots, safety shoes, chemical-resistant rubber boots and shoes, etc., for the purpose of protecting employees against hazards peculiar to certain occupations or operations.

NOTE: This listing is not complete or all-inclusive. The OSH Manager may furnish other items of protective clothing or equipment if they are necessary to prevent accidents, injuries or occupational diseases.

e. Safety equipment will be accounted for in the same manner as tools supplied by the tool cribs and a replacement item will be issued only when the worn-out or broken article is returned or properly accounted for.

f. Protective Clothing Requirement for Employment. Employees will be advised at the time of hiring what items or protective clothing and equipment are required as a condition of employment. Immediate supervisors shall ensure all personnel are provided with and wear the required personal protective equipment.

g. Work Areas. No employee or visitor(s) will be permitted into work areas where conditions detrimental to his/her health exist without proper personal protective clothing or equipment.

h. Medical Limitation. PPE and clothing will not be used in hazardous areas or where hazardous conditions exist until it is determined that the individual can wear the equipment without endangering his/her health.

4. Responsibilities

a. Department Heads and Supervisors shall ensure:

(1) Work areas under their control are evaluated and the need for PPE/clothing are identified by utilizing Industrial Hygiene surveys and safety inspections to assess all workplaces to determine if hazards are present. Arrangements for Industrial Hygiene services can be made via the OSH office.

(2) Approved PPE and clothing are procured, stocked and ready for issue to workers following procedures outlined in paragraphs five and six.

(3) Workers receive training in the proper use and care of protective equipment and its limitations.

(4) All protective devices are maintained and stored in a sanitary condition.

b. Public Safety Department shall:

(1) Assist departments in budgeting and ordering protective clothing and equipment.

(2) Perform periodic inspections of hazardous work areas and ensure appropriate protective clothing and equipment are being worn by workers.

(3) Review and approve/disapprove requests for outside procurement of protective clothing and equipment not normally stocked as government furnished material.

(4) Issue specifications for protective clothing and equipment.

(5) Act as coordinator with the Regional Industrial Hygienist in conducting industrial health surveys as requested by department heads in order to identify toxic/hazardous occupations and work areas.

c. Employees shall:

(1) Use protective clothing and equipment in all work situations designated by management as requiring this equipment.

(2) Exercise due care when using protective equipment and clothing and perform minor maintenance, cleaning and routine repair on items issued for permanent retention.

(3) Report all clothing and equipment malfunctions to supervisors.

5. Procedures for the Approval and Procurement of Safety equipment. The Public Safety Department administers and funds the personal protective equipment program at NAES Lakehurst. The following procedure shall be utilized when ordering safety equipment by all NAES/NAVAIRWARCENACDIVLKE departments/offices.

a. The Requisition Automated Processing System (RAPS) will be used by department/offices for the purchase of safety equipment. All request for safety equipment will be discussed with OSH personnel prior to the submission of a requisition. Questions pertaining to special requirements or equipment not available through regular channels will be discussed with the OSH Manager prior to the submission of a requisition. Safety-related requisitions are transferred to the activity OSH office for approval through RAPS. OSH Office approvers have the authority to approve/disapprove a requisition and send the requisition back to the requester.

6. SAFETY SHOE PROCUREMENT

a. It is NAES policy that all Station employees, military and civilian, exposed to designated occupational foot-hazardous operations/areas be furnished appropriate safety shoes/boots on an annual basis at Government expense. A list of occupations/operations considered hazardous is attached as Exhibit 20A.

b. Approved Safety Footwear. Safety shoes with a built-in protective toe box are intended primarily to provide protection from heavy falling objects. These shoes shall conform to the requirement of reference (x) and be labeled as such. General purpose safety shoes are available through normal supply channels.

c. Actions. To establish procedures for procurement of safety footwear for employees working in foot hazardous occupations/operations, the following apply to the purchase and issuance of protective footwear for military and civilian employees.

(1) Military. Military officers are provided standard stock safety shoes when required. Enlisted personnel are issued safety shoes at boot camp and receive a Clothing Maintenance Allowance (CMA) which include provisions for purchasing replacement standard stock safety shoes. However, enlisted personnel working in areas such as flight deck, construction, etc., where accelerated deterioration of safety shoes occur, will be provided standard stock safety shoes as organizational items (similar to coveralls or fowl weather gear).

(2) Civilian

(a) In accordance with reference (a), permanent and temporary employees in positions requiring foot protection may choose how safety shoes will be procured. They may request safety footwear issued through the supply system by completing DD1348, notated with the employee's name item required, job order number and authorizing signature. Employees not wishing to use the footwear available from the supply system may elect to purchase them from an outside vendor and request reimbursement up to a maximum of \$75.00. These shoes must meet the requirements or reference (x). If this option is selected, the employees

and their supervisor must complete Safety Shoe Issue/Reissue Authorization, NAWCADLKE 5100/13 (1-93), and Claim for Reimbursement for Expenditures on Official Business, Exhibit 20B. The supervisor will sign the completed Exhibit 20B and forward the original receipt and a copy of NAWCADLKE 5100/13, to financial Management, so the employee may be reimbursed. (Exhibit 20B must be accompanied by the original store receipt listing the vendor's name, date of purchase, type of shoe purchased, and actual purchase price.) Funding to be cited on either DD1348, or Exhibit 20B will be department overhead (technical department), general and administrative (support departments), or service cost center as applicable.

(b) When an employee requires special safety shoes due to a foot deformity or any other certified medical problem, the cost of these shoes will be fully reimbursed. In order to qualify for such consideration, the employee must obtain a shoe prescription from a podiatrist or orthopedic surgeon on the employee's own time and expense. The request for a special safety shoe must be noted on and the shoe prescription must be attached. When the need for special safety shoes results from and on-the-job injury, medical expense involved may be reimbursed by the Department of Labor.

(c) Nonappropriated fund employees will be provided safety shoes under these provisions with the exception that funding for the required safety shoes will be from nonappropriated funding sources.

(d) An employee engaged in activities listed in Exhibit 20A, may be issued safety shoes on the immediate supervisor's recommendation with department head approval. All recommendations for new hazardous foot area/operations shall be forwarded by the department concerned to OSH Office for approval/disapproval.

d. Responsibilities

(1) OSH Office shall:

(a) Act as the point of contact for problems related to the program.

(b) Provide advisory assistance in the selection of shoes, particularly those designated as "special hazard" or orthopedic shoes.

(c) Approve issues of safety shoes at organizational expense for activities or areas not listed in Exhibit 20A.

(2) Supply Department shall process DD1348, requests for safety footwear through the standard stock system promptly to preclude any unnecessary delays.

(3) Financial Management shall process Exhibit 20B as promptly as possible to preclude any unnecessary delays in repayment to employee.

(4) Department Heads shall budget funds for safety shoes in their overhead, general administrative or service cost center budget.

(5) Supervisors shall:

(a) Ensure the issuance of safety shoes to employees is recorded in an appropriate personnel record/file as required by reference (a). If the employee chooses to be reimbursed for shoe purchase, the supervisor will retain as a record. Supervisors will monitor requests for safety shoes within their shop/work area to ensure the system is not being abused. Reissue or replacement of safety shoes due to wear or damage, will be done on a pair-for-pair basis and will be annotated in the individuals file/record. Supervisors are also responsible for ensuring all forms are completed and forwarded properly.

(b) Ensure their employees are aware of their responsibilities in the care and use of safety shoes.

(6) In foot-hazardous areas/operations, employees shall wear safety shoes as required. They will take appropriate care of the shoes in their possession and will be responsible for the replacement of shoes that are lost or stolen (responsibility on case-to-case basis by supervisor). New employees are required to have in their possession appropriate safety shoes prior to being assigned to a foot-hazardous area/occupation.

7. FORMS AVAILABILITY. Forms DD1348 and SF1164 are available at Department Administrative Offices. Form NAWCADLKE 5100/13 (1-93) is available at the Public Safety Office.

