Purpose
To define the policy of the Department of Transportation (Department) for authorization, approval and responsibility of employees to meet OSHA and Department Risk Management regulations and guidelines regarding the use of personal protective equipment and safety clothing. To establish and define the organization and responsibilities of a Safety Clothing Committee.

Policy
It is the policy of the Department to provide personal protective equipment and safety clothing to all Department employees that may be exposed to hazardous materials or hazardous working conditions during working hours.

Employees must wear the appropriate protective equipment and safety clothing to perform their prescribed work in a safe and productive manner. Employees will care for state issued protective equipment and safety clothing properly to help increase the longevity of these items. Personal protective equipment and safety clothing provided by the Department is intended to be used by the employee while working for the Department. Failure to do so may result in disciplinary action. Supervisors are responsible to see that proper safety equipment is provided and properly used. The supervisor is also responsible for the proper spending of state funds when purchasing safety equipment. Strict, unbiased discretion is expected as the supervisors determine when an employee’s safety equipment needs to be replaced. All protective and safety clothing and protective devices must meet OSHA, ANSI or Department standards.

A. Employees working in areas that may expose them to possible injury must wear the proper safety clothing and personal protective equipment (PPE) as dictated by the situation. Minimum safety clothing and PPE by situation are indicated in the following table:
### Work Activity or Area

<table>
<thead>
<tr>
<th>Work Activity or Area</th>
<th>Safety Outerwear</th>
<th>Hard hat</th>
<th>Soft cap or hat</th>
<th>Safety boots (ANSI)</th>
<th>Hearing protection</th>
<th>Other as req’d by OSHA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work within the right-of-way or on or near highways (outside the limits of an active construction project)</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Work within the limits of an active construction project</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Flagging</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Shop</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weed spraying</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Work in areas of overhead hazards</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Inside an enclosed a hard-top vehicle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No PPE required</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
1. Safety Outerwear is defined as fluorescent orange-red, combination fluorescent orange-red/yellow-green, or fluorescent yellow-green, shirt, vest, coat, and overall meeting ANSI Class 3 requirements for visibility, and refers to the outermost layer excluding the hard hat (see note 2 for hard hat requirements). Flaggers must wear a vest or shirt with at least 50% background color material of fluorescent orange-red.

2. Hard hats are required regardless of the activity where there is a possible danger of head injury from impact from falling or flying objects, or from electrical shock and burns. Refer to 29 CFR 1926.100(a). The hard hat for night work is required to meet ANSI Headwear requirements for visibility with at least 10 square inches of retroreflective material. Flaggers are required to wear a fluorescent orange-red colored hard hat.

3. An “active construction project” is defined as a contract project where the contractor is required to wear hard hats and safety glasses.

Safety clothing other than that issued by the Department must be approved by the Department Safety Managers or the Department Risk Management Office such as hats, coats, rainwear, or disposable garments.

Clothing will be worn as issued with no alterations.
B. Employees may be issued summer and winter apparel as determined by the Area supervisor or equivalent position and as specified in the following:

1. Summer:
   a) Bibs or coveralls – Department issued meeting ANSI high visibility requirements or ANSI high visibility vest/coat to be worn over the bibs/coveralls.
   b) Jackets – Department issued meeting ANSI high visibility requirements.

2. Winter – For field employees whose job exposes them to prolonged periods in inclement weather. An employee may only request either insulated coveralls or a coat and bib combination when ordering winter apparel.
   a) Insulated bibs or coveralls – Department issued. Must use an ANSI high visibility vest/coat over the bibs/coveralls.
   b) Coats – Department issued meeting ANSI high visibility requirements.
   c) Rubber insulated steel toed boots.

3. Mechanics, shop personnel, and other authorized employees may be issued appropriate protective clothing.

C. Employees whose job exposes them to inclement weather may be issued retroreflective fluorescent orange-red or combination fluorescent orange-red/yellow-green waterproof clothing (rainwear).

D. The Department will participate in the cost of ASTM approved safety-toe footwear, including resoles and other repairs, up to $225 per fiscal year. Any exception to the dollar amount or frequency of safety-toe footwear purchases will require the approval of the Region Director or designee. Safety-toe boots must have leather uppers above the ball of the ankle. The Department will provide rubber hip boots with safety-toe as determined by the supervisor.

E. Employees handling chemicals or hazardous materials will be issued appropriate protective clothing or equipment for the task.

F. Employees required to wear eye protection because of work area will be issued and use appropriate safety eyewear. Safety eyewear is to be worn at all times when in the field, shops, labs, or at other times when exposed to possible injury. Provided are:
   1. Abrasive blasting protector hood
   2. Welders hood/goggles/safety glasses - eye protection
   3. Face shields/goggles/safety glasses
4. Safety Prescription eyewear will be provided to field, shop and lab personnel, (as determined by supervisor) as follows:
   a) The Department will participate up to $250 for ANSI approved prescription safety eyewear. This benefit does not cover the cost of eye exams. Employees are responsible for the initial payment of their glasses and, once the purchase has been approved by the Region Safety Manager, they will be reimbursed for expenses up to $250. All frames must have permanent fixed side shields or wrap-around lenses.
   b) New glasses will be provided every other fiscal year or when a prescription changes. Glasses damaged during the course of work will be replaced as determined by the supervisor and the safety manager. The replacement cost will be the responsibility of the employee if the damage is the result of employee negligence.

G. Employees whose duties require the use of a respirator will be issued one according to OSHA requirements and the Department Safety Manual.

H. Employees needing hearing protection will be issued such protection according to OSHA Standards.

I. Employees whose duties require the use of fall protection will be issued appropriate equipment per OSHA requirements and the Department Safety Manual.

J. Employees, whose duties include weed spraying operations, will be issued and required to wear appropriate chemical resistant clothing and equipment which may include:
   1. Respirator
   2. Gloves
   3. Safety footwear
   4. Aprons
   5. Face shield and safety glasses

K. Employees seeking exceptions to this policy must submit requests in writing to the Department Safety Managers or the Department Risk Management Division. Questions regarding Department provided personal protective equipment or regarding the application of this policy should be resolved by the supervisor, Department Safety Managers, the Department Risk Management Office, and the Department Safety Manual.

L. Employees will not provide or issue non-Department employees with Department logo PPE. Employees will not wear logo PPE provided by contractors or private sector companies while working on the Right-of-Way or Department projects.
Statewide Safety Committee

The Statewide Safety Committee will approve standards, specifications, colors, fabrics, style, reimbursement limits, and other aspects of all personal protective and safety clothing and equipment while complying with all Federal and State safety requirements. Standards approved by this team may be periodically updated.