

Town of Orford
Personal Protection/Safety Equipment Policy

Purpose

To ensure compliance with New Hampshire Department of Labor standard 1403.40, Personal Protective Equipment.

To ensure that all hazards in the workplace are evaluated to determine the application of personal protective equipment.

Responsibilities

The Town of Orford will provide the following Personal Protection items for the use of the Orford Highway Department employees:

- **Eye and Face Protection** – ANSI Z87.1-1989
 - **ANSI Prescription Safety Glasses** – the employee shall be reimbursed up to \$150 for prescription safety glasses, every two years. The employee will be required to show the safety glasses to the Road Agent or Designee for inspection of the ANSI stamp on the eye ware Lens and frames for approval. The employee will be required to provide a copy of the receipt for reimbursement.
 - **Welding Shields** (if welder qualified)
- **Head Protection** – ANSI X89.1-1986
 - **Safety Helmets or Hard Hats**
 - **Forestry/Logging helmets** (when qualified)
- **Foot and Leg Protection** – ANSI Z41.1-1991
 - ANSI Certified **Safety Boots** – Every highway employee shall be approved for up to \$150 for the purchase of 1-pair of ANSI certified safety boots per anniversary year. The employee will be required to provide a copy of the receipt for reimbursement, or the Town may issue a voucher to use at Farmway for \$150, with the employee paying the balance.
 - **Welding Aprons** (if welder qualified)
 - **Chain Saw Chaps** (if certified as a logger)

- **Hand and Arm Protection**
 - **Protective Gloves** - (based on the task being performed)
- **Body Protection**
 - **Hi-Viz Class III Vest, Pants, Shirts and Jackets**
- **Hearing Protection**
 - **Ear Plugs or Earmuffs**
- **Personal Flotation** - To provide US Coast Guard approved life jacket or buoyant work vests where there is a danger of drowning.

Employee Shall be required to:

- Wear/use all personal protective equipment provided by the Town, according to the manufacturer's guidelines.
- Inspect their PPE prior to every use to ensure the integrity and ability to protect from hazards.
- Report damaged, worn or no longer meets the standards to the Road Agent or Designee for replacement.
- To use the approved floatation devices when working over or near water when the danger of drowning exists.
- Required to wear overalls when working on vehicles and/or equipment

If an employee leaves employment with the Highway department prior to the end of their 90-day probation, they may be required to reimburse the Town for the purchase cost of their safety boots and prescription safety glasses.

Adopted by the Orford Board of Selectmen on this 23rd day of December 2019