

Date 01/21/2011

**Environmental Management Consolidated Business Center (EMCBC)****Subject: Purchasing Personal Protective Equipment**

Implementing Procedure

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Logistics Management

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**1.0 PURPOSE**

The purpose of this implementing procedure is to establish responsibilities and provide Environmental Management Consolidated Business Center (EMCBC) staff with direction for the purchase of certain personal protective equipment (PPE) for activities supporting EMCBC's mission.

**2.0 SCOPE**

This procedure establishes the process for purchasing PPE such as safety shoes and prescription safety glasses. For the EMCBC Small Site locations, the contractors managing the EMCBC work activities should provide the appropriate PPE for access to the work site. It is not the intent of the procedure to include PPE such as respiratory devices that should be provided through the site contractor with the appropriate hazard analysis, training and fit-testing requirements or other "standard" PPE such as hard hats or gloves.

**3.0 APPLICABILITY**

This procedure applies to all Federal employees assigned to the EMCBC. This procedure will extend to employees at EMCBC-supported sites if that site chooses to adopt this procedure.

**4.0 REQUIREMENTS and REFERENCES**

- 4.1 DOE Order 440.1B, Worker Protection Program for DOE (including the National Nuclear Safety Administration) Federal Employees, dated 5-17-07
- 4.2 29 Code of Federal Regulations Part 1910, Occupational Safety and Health Standards
- 4.3 29 Code of Federal Regulations Part 1926, Safety and Health Regulations for Construction
- 4.4 EMCBC Purchase Card Operating Procedure, IP-412-01

**5.0 DEFINITIONS**

Employee: For the purposes of this procedure, employee is defined as a Federal employee currently working for EMCBC or EMCBC-supported site.

Personal Protective Equipment (PPE): 29 C.F.R. Part 1910 defines PPE as protective equipment for the eyes, face, head and extremities that includes protective clothing, respiratory devices, protective shields and barriers against hazardous processes or environments, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact. **Note:** For the purpose of this procedure, hazards are typical to that of oversight activities and PPE will be limited to safety shoes and prescription safety glasses. Hazards that require PPE items such as respiratory PPE are beyond the scope of this procedure and would normally fall under the scope of the site contractor Integrated Work Control program.

Supervisors/Managers: At the EMCBC Cincinnati office, a supervisor or manager is defined by the position of Director or Assistant Director within the organizational structure. For the EMCBC Small Site locations (e.g., Moab), a supervisor or manager is defined as the managerial position that has overall responsibility for the site or office operations.

## 6.0 RESPONSIBILITIES

### 6.1 Supervisors/Managers are responsible for:

6.1.1 Ensuring that each affected employee uses the appropriate PPE to protect the employee from hazards identified in the workplace, as stated in the Occupational Safety and Health Administration regulations (29 CFR 1910 Subpart I – Personal Protective Equipment and 29 C.F.R. §1926 Subpart E- Personal Protective and Life Saving Equipment)

6.1.2 Authorizing the purchase of PPE as needed for the work hazards identified.

### 6.2 Office of Logistics Health and Safety Representative is responsible for:

The EMCBC site health and safety representative is available to assist supervisors/managers in identifying the appropriate PPE needed for each affected employee. The safety representative should conduct a job hazard analysis to determine the hazards associated with the job and identify the appropriate PPE as needed. For the EMCBC Small Sites, the site contractor will typically provide a safety brief on the proper PPE requirements for work site access.

### 6.3 Employees are responsible for:

6.3.1 Notifying his/her supervisor/manager of the potential need for PPE. The employee should also contact the designated health and safety representative to identify the potential need for PPE and recommendations for the appropriate PPE.

- 6.3.2 For employees located at EMCBC work sites, every attempt should be made to use the site contractor to obtain the necessary PPE. This would typically include standard issue PPE such as disposable ear plugs, non-prescription safety glasses, hard hats, safety vests and similar PPE.
- 6.3.3 Submitting a request for the purchase of PPE through recommended equipment providers to your supervisor/manager with the PPE specifications, cost and other pertinent information needed to complete the purchase request.

6.4 Purchase Card Holders are responsible for:

Purchase PPE following the process identified in the Purchase Card Operating Procedure, IP-412-01.

7.0 GENERAL INFORMATION

- 7.1 There are guidelines on cost for the items to be purchased. For the purchase of safety shoes the cost should not exceed \$135.00. For the purchase of prescription safety glasses, the cost of the frame (with side-shields) and corrective lenses should not exceed \$350.00. (This cost includes the medical examination.)
- 7.2 All PPE purchased must meet the requirements of Occupational Safety and Health Administration (OSHA) regulations (29 CFR 1910 Subpart I – Personal Protective Equipment and 29 C.F.R. §1926 Subpart E- Personal Protective and Life Saving Equipment).
- 7.3 Normal wear and tear is expected on PPE. Replacement of any PPE should be addressed through the employee’s supervisor and health and safety representative.

8.0 PROCEDURE

- 8.1 Employee will identify the need for PPE and inform the employee’s supervisor in writing of such need.
- 8.2 Employee’s supervisor will review the request for approval of need and to identify a funding source. The supervisor may consult the organization’s designated health and safety representative to accept or deny the employee’s request.
- 8.3 Upon concurrence by the supervisor and purchase card authorizing official, the employee must contact the organization’s purchase cardholder to determine if a particular vendor will accept the Government purchase card (P-Card). The employee’s/supervisor’s organization is responsible for funding the PPE purchase. For the EMCBC office located in Cincinnati, Ohio, PPE will be purchased through the Office of Logistics Management.
- 8.4 From the list of available resources, the employee will identify the item needed and the associated cost. This information will be relayed to the P-Card holder so that the purchase can be completed.

## 9.0 RECORDS MAINTENANCE

Purchase receipts must be sent to purchase card holder in accordance with EMCBC Purchase Card Operating Procedure, IP-412-01, (latest revision).

The PPE written request from the employee to his/her supervisor can be in the form of a printed e-mail. The PPE written request will be retained in the file associated with the associated job hazard analysis.

The job hazard analysis for the specific task and applicable locations shall be retained in the file associated with this procedure.

## 10.0 FORMS USED

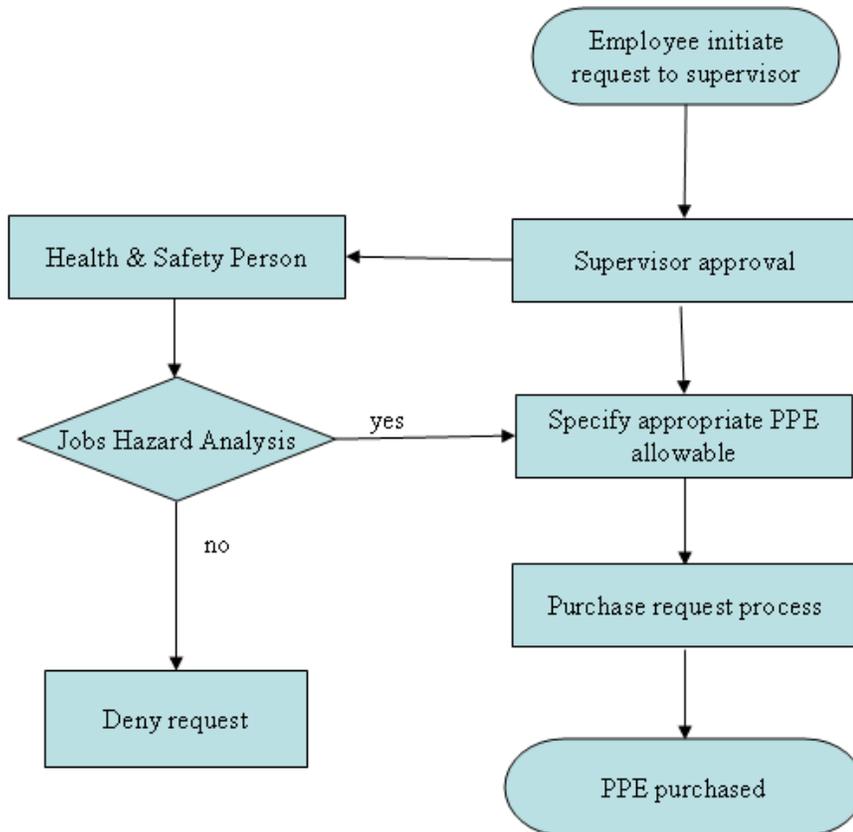
10.1 IP-440-01-F1, Rev. 1, Job Hazard Analysis for PPE

## 11.0 ATTACHMENTS

11.1 Attachment A - IP-440-01-F1, Rev. 1, Job Hazard Analysis for PPE

## 12.0 FLOWCHART

### 12.0 Process for Purchasing Personal Protective Equipment



**Job Hazard Analysis for Personal Protective Equipment (PPE) Assessment**

Job/Task: \_\_\_\_\_

Location: \_\_\_\_\_

Job/Task Step	Hazard Type	Hazard Source	Body Parts At Risk	Control Method <sup>1</sup>

**(1) Note: Engineering, work practice, and/or administrative hazard controls such as guarding must be used, if feasible, before requiring employees to use personal protective equipment.**

**Certification of Assessment**

Name of work place: \_\_\_\_\_ Address \_\_\_\_\_

Assessment Conducted By: \_\_\_\_\_ Title: \_\_\_\_\_

Date(s) of Assessment \_\_\_\_\_

Implementation of Controls Approved By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**EMCBC RECORD OF REVISION****IP-440-01, Rev. 1 Purchasing Personal Protective Equipment**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
  - I Placing the words GENERAL REVISION at the beginning of the text.
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<b>Rev #</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	Initial Policy	All	05/20/2008
1	In March, 2010, submitted revision and received concurrence as Policy. Request was made to revise from Policy to Implementing Procedure. Procedure was updated for references and added job safety analysis for PPE to the procedure.	All	01/21/2011