

**Management System: Safety and Health****Subject Area: Integrated Safety Management System (ISMS)  
Description****Procedure: Purchasing Personal Protective  
Equipment****Issue Date:** 04/21/16  
**Issue:** 3**Lead Subject Matter Expert:**  
Ed Skintik**Management System Owner:**  
John Sattler**1.0 Applicability**

This procedure applies to all Federal employees duty-stationed to the Environmental Management Consolidated Business Center (EMCBC) and all the EM sites for which EMCBC has line management responsibility. This procedure will extend to employees at EMCBC-supported sites (e.g, CBFO, PPPO, EMLA) if that site chooses to adopt this procedure. This procedure establishes the process for purchasing Personal Protective Equipment (PPE) such as safety shoes and prescription safety glasses. It is not the intent of the procedure to include PPE such as respiratory devices 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.

Cost reimbursement is only applicable for reasonable PPE expenses. As a guideline, the cost of safety shoes should not exceed \$200.00 plus tax. For the purchase of prescription safety glasses, the cost of the medical examination, frame (with side-shields) and corrective lenses should not exceed \$500.00 plus tax. Occasionally the special needs of an employee may require additional expense. This expense is at the supervisor’s approval provided the PPE meets the specifications as outlined by the FEOSH Health and Safety representative. In addition, cost reimbursement for worn PPE is only applicable for ordinary wear or loss of serviceability due to work performed as part of their duties. (EM Small Sites with limited staff may use the EMCBC FEOSH representative for support as needed.)

**2.0 Required Procedure**

|               |   |
|---------------|---|
| <b>Step 1</b> | The employee should contact the FEOSH Health and Safety representative to identify the potential need for PPE and recommendations for the appropriate PPE to protect the employee from hazards identified in the workplace. |
| <b>Step 2</b> | The FEOSH Health and Safety representative shall recommend the appropriate PPE and determine if a <i>Job Hazard Analysis</i> (FM-SAP-OTSAM-450-03-F1) for a PPE Assessment is necessary.                                    |

|               |   |
|---------------|---|
| <b>Step 3</b> | The employee shall inform the employee's supervisor of the necessary PPE, cost and other pertinent information needed.  |
| <b>Step 4</b> | The employee's supervisor shall review the information; approve or deny the request via e-mail to the employee; and identify the appropriate funding source. The supervisor shall consider the frequency of PPE replacement.                        |
| <b>Step 5</b> | Upon approval by the supervisor, the employee shall contact the organization's P-Card holder or budget analyst to assist in completion of the reimbursement form and provide a list of available sources, the item needed, and the associated cost. |

### 3.0 References – Forms/Attachments/Exhibits

#### 3.1. Forms

- 3.1.1 Reimbursement Request (FM-SAP-OTSAM-450-02-F1)
- 3.1.2 EMCBC Job Hazard Analysis-Task Specific (FM-SAP-OTSAM-450-03-F1)

### 4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the OTSAM (or Applicable Field Office) in accordance with the EMCBC Organizational File Plan:

| <b>Records Category Code</b> | <b>Records Title</b>                              | <b>Responsible Organization</b>   | <b>QA Classification (Lifetime or Non-Permanent)</b> |
|------------------------------|---|---|--|
| ADM 23-01-A                  | Office Administrative Files- P-Card Holder Files  | Applicable P-Card Holder  | N/A  |
| ADM 06-01-A                  | Accountable Officer Files - Reimbursement Request | Office of Financial Management  | N/A  |
| ENV 01-B-04B                 | Safety Analysis Records – Job Hazard Analysis     | Office of Technical Support and Asset Management M or Applicable Field Office | N/A  |

**EMCBC RECORD OF REVISION****DOCUMENT TITLE: Purchasing Personal Protective Equipment**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

**I** Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

**I** Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

| <b>Rev No.</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  |
| 2              | Document reviewed and revised to meet new EMCBC Management System format.   | All                      | 5/15/2014   |
| 3              | Procedure was revised to expand scope to both EMCBC line management sites and EMCBC supported sites (CBFO, PPPO, EMLA). The reimbursement form was added as an optional payment method.   | All                      | 04/21/2016  |