

Program Subject: Personal Protective Equipment Safety Program

1. PURPOSE

- 1.1 To protect the health and safety of university employees based on Occupational Safety and Health Administration's (OSHA) requirements found in 29 CFR 1910.132, Personal Protective Equipment (PPE) for General Industry.
- 1.2 To comply with the American National Standards Institute (ANSI) standards which have been incorporate into the OSHA regulations.
 - 1.2.1 Eye and Face Protection - ANSI Z87.1-2010 or latest version
 - 1.2.2 Head Protection - ANSI Z89.1-2009 or latest version, Class A or B Protective Headwear for Industrial Workers or ANSI Z89.2 for electrical work above 600 volts
 - 1.2.3 Foot Protection - ANSI Z41-1999 or latest version
 - 1.2.4 Hand Protection - There are no ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be completed.
 - 1.2.5 Emergency Eyewash / Shower Facilities - ANSI Z358.1 -1981 or latest version

2. SCOPE

- 2.1 To use of appropriate personal protective safety equipment applies to faculty, staff, students, visitors and volunteers performing tasks or entering areas that require specific PPE.
- 2.2 To properly select and use PPE and to establish the means for documentation of this information in department specific policies.
- 2.3 To identify work situations that require the wearing of PPE to protect employees from hazards that may injure their eyes, face, head, feet or hands. **(Use of respirators and requirements for hearing protection are covered under separate policies and therefore not addressed herein.)**

3. RESPONSIBILITIES

- 3.1 Department of "Risk Management and Safety" (RM&S)
 - 3.1.1 To be responsible for ensuring the development and implementation of this policy.
 - 3.1.2 To provide needed resources as available to carry out the program.
 - 3.1.3 To ensure departments are aware of and monitoring compliance with the University Personal Protective Equipment Policy.
 - 3.1.3.1 Reviewing, updating and evaluating the effectiveness of the PPE policy annually
 - 3.1.3.2 Providing technical assistance to campus organizations required to participate in this program and assist in conducting job hazard assessment
 - 3.1.3.3 Communicating selection decisions to each affected employee and supervisor
 - 3.1.3.4 Proving or arranging for training on PPE for supervisors and employees
 - 3.1.3.5 Assisting supervisors in the selection of appropriate PPE and provide recommendations for appropriate engineering controls

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3.2 Deans, Directors and Department Heads

- 3.2.1 To demonstrate a commitment, both fiscal and managerial, towards the implementation of the PPE Program
- 3.2.2 To establish budget support for this program for individual departments
- 3.2.3 To ensure the Personal Protective Equipment Selection Guidelines are implemented and maintained within the department
- 3.2.4 To wear appropriate PPE when visiting job sites as dictated by job hazard assessments

3.3 Supervisors

- 3.3.1 To comply with the requirement of this policy by all divisions
- 3.3.2 To ensure employees attend training on the proper selection, storage, use and maintenance of personal protective equipment when employees they supervise are required to use such equipment. To ensure retraining if:
 - 3.3.2.1 Changes in the workplace render previous training obsolete
 - 3.3.2.2 Changes in the types of personal protective equipment to be used render PPE indicate that the employee has not retained the requisite understanding or skill
- 3.3.3 To conduct job hazard assessments to determine what PPE is to be used by their staff
- 3.3.4 To select PPE based on a written hazard assessment
 - 3.3.4.1 To identify hazards of each work task and will select and have employees use the appropriate PPE
 - 3.3.4.2 To conduct or arrange for the appropriate selection and fitting of PPE
- 3.3.5 To supply the appropriate PPE to employee and ensure it is worn according to the training provided
- 3.3.6 To ensure that PPE equipment is inspected periodically and replaced when defective or damaged, or at time intervals that may be required.

3.4 Employees

- 3.4.1 To wear PPE as required by this policy
- 3.4.2 To attend training on the PPE as required by this program
- 3.4.3 To inspect, clean and maintain PPE as required.
 - 3.4.3.1 Inspecting all PPE prior to each use
 - 3.4.3.2 Wearing PPE upon the direction of their immediate supervisor
- 3.4.4 To notify the Supervisor of the need to repair or replace damaged PPE.
- 3.4.5 To not share personally assigned PPE.

4 GLOSSARY OF TERMS

- 4.1 **Administrative Controls:** Focus on the interaction between an employee and a hazard. These controls involve the introduction of work practices that reduce the risk of injury or illness. Common examples of administrative controls include job rotation, training, and the development of standard operating procedures (SOPs).

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- 4.2 **ANSI:** American National Standard Institute, a nonprofit, voluntary membership organization that coordinates the U.S. Voluntary Consensus Standard System. Their standards have been adopted throughout government and industry for various types of personal protective equipment.
- 4.3 **Engineering Controls:** Focus on controlling a hazard at its source. The basic concept behind engineering controls is that work environments, equipment, and job tasks should be designed to eliminate or reduce exposure to hazards. Common examples of engineering controls include machine guarding, ventilation, and enclosure of noisy equipment.
- 4.4 **Hazard Assessment:** Investigating the work environment for potential dangers which could result in injury or illness.
- 4.5 **Personal Protective Equipment (PPE):** Devices worn by the employees to protect against hazards in the environment. Examples include safety glasses, face shields, respirators, gloves, hard hats, steel-toe shoes, and hearing protection.

5 POLICY COMPONENTS

5.1 Hazard Assessment (See Appendix B. "Hazard Assessment Certification Form" for details.

- 5.1.1 Workplace assessments shall be conducted to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE).
- 5.1.2 Supervisors in consultation with Risk Management & Safety must complete the Hazard Assessment. This assessment must be verified through written certification that identifies:
 - 5.1.2.1 The workplace/area evaluated.
 - 5.1.2.2 The person certifying that the evaluation has been performed.
 - 5.1.2.3 The date (s) of the hazard assessment.

5.2 Requirements for PPE

- 5.2.1 Engineering and administrative control methods should be used to reduce or eliminate work site hazards before consideration of use of appropriate PPE.
- 5.2.2 Types of PPE that will protect the affected employee(s) from the hazards identified in the hazard assessment shall be selected and used.
- 5.2.3 Personal protective equipment should be of safe design and construction for the work to be performed.
- 5.2.4 Defective, expired or damaged personal protective equipment shall not be used.
- 5.2.5 Newly purchased PPE must conform to current ANSI standards which have been incorporated into the OSHA PPE regulations.
- 5.2.6 PPE should properly fit the employee using it.

5.3 Storage of PPE: All personal protective equipment shall be properly stored to protect against environmental conditions that might degrade or reduce the effectiveness of the equipment or result in contamination during storage.

- 5.3.1 PPE having a shelf-life limitation (e.g. respirator cartridges) shall be checked periodically to ensure compliance with the expiration date.

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5.4 Head Protection

- 5.4.1 Class A. Hard hats shall be worn when working in areas where there is a potential for injury to the head from falling objects.
- 5.4.2 Class B. Hard hats (designed to reduce electrical shock hazard) shall be worn by employees working near exposed electrical conductors, which could contact the head.
- 5.4.3 Hard hats shall be worn in the following situations:
 - 5.4.3.1 At all locations where hard hat signs are posted.
 - 5.4.3.2 In areas where there is a potential for injury to the head from impact by flying or falling objects.
 - 5.4.3.3 When working below other workers who are using tools and materials which could drop.
 - 5.4.3.4 While using an aerial lift or platform including employees on the lift or on the ground.
 - 5.4.3.5 Working near overhead high-voltage electrical hazards.
 - 5.4.3.6 During tree/branch cutting operations.

5.5 Eyes and Face Protection: Appropriate eye or face protection that provides side protection shall be used by employees including LTE and students exposed to eye or face hazards

- 5.5.1 **Impact Glasses:** Must be worn at all times when you are in the laboratory (unless a higher degree of protection is required).
 - 5.5.1.1 Offer adequate protection against flying objects, large chips, particles of sand, dirt, etc.
 - 5.5.1.2 Offer very limited protection when working with hazardous liquids or potentially dangerous light radiation. See **Appendix A**. "Eye and Face Protection Selection Chart" for help in selecting the appropriate eye protection.
- 5.5.2 **Splash Goggles:** Must be worn when working with any quantity of hazardous liquids such as solvents, degreasers, poisons, carcinogens, acids, or bases.
 - 5.5.2.1 Any material that has the chance to splash into the users' eye must not be handled without appropriate splash goggles.
- 5.5.3 **Face Shields:** Must be worn when there is a higher degree of hazard from chemical splash or when handling large quantities of chemicals.
 - 5.5.3.1 Face shields are required when handling pathogenic blood or handling primates.
 - 5.5.3.2 Face shields do not offer adequate eye protection and must only be worn in addition to impact glasses or splash goggles.
- 5.5.4 Appropriate eye or face protection that provides side protection shall ALWAYS be used by persons engaged in the following activities:
 - 5.5.4.1 Glass cutting and handling, grinding, cutting or drilling with power tools.
 - 5.5.4.2 Using impact wrenches and compressed air tools and equipment.
 - 5.5.4.3 Using punches, chisels, wedges, picks or other impact tools.
 - 5.5.4.4 Chipping, scraping or scaling paint, rust or other materials.
 - 5.5.4.5 Changing and handling Fluorescent light bulb activities.

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- 5.5.4.6 Chipping and saw cutting or breaking concrete, and power hack saw
- 5.5.4.7 Pipe cutting and threading, metal cutting lathes, shapers, and drill press.
- 5.5.4.8 Working under vehicles, welding, cutting and soldering.
- 5.5.4.9 Using paint remover/painting and using power activated construction tools.
- 5.5.4.10 Cleaning dust or dirt from vehicles, machinery, etc.
- 5.5.4.11 When exposed to blowing sand, dust or other particles.
- 5.5.4.12 Sandblasting or air cleaning and all demolition activities.
- 5.5.4.13 Using power woodworking machinery, both fixed and portable.
- 5.5.4.14 Tree removal or trimming, brush chipping or stump removal.
- 5.5.4.15 Using all types of lawn mowers, trimmers and edger's.
- 5.5.4.16 Steam cleaning/pressure washing and washing parts with soaps & solvents.
- 5.5.4.17 When handling chemicals, acids, caustics and harmful dusts, liquids.
- 5.5.4.18 Operating drain cleaning machinery.
- 5.5.4.19 Working near overhead high-voltage electrical hazards.
- 5.5.4.20 Changing overhead lamp fixtures.
- 5.5.4.21 Pulling and loading ash, loading/unloading coal, and cleaning firesides.
- 5.5.4.22 Any activities inside boilers.
- 5.5.4.23 Cleaning coal elevator buckets, conveyor rollers and brushes.
- 5.5.4.24 All other conditions not mentioned that may present a risk to the employee.
- 5.5.5 Appropriate eye or face protection that provides side protection is required; regardless of the activity that the employee may be involved in, when employees are in any of the following identified locations.
 - 5.5.5.1 Grounds shop and storage areas (102, 101, 101F)
 - 5.5.5.2 Paint Shop (113)
 - 5.5.5.3 Carpentry Shop (114)
 - 5.5.5.4 Lock Shop (116)
 - 5.5.5.5 Electrical Shop (131)
 - 5.5.5.6 Plumbing Shop (130)
 - 5.5.5.7 Mechanical Shop (128)
 - 5.5.5.8 Vehicle Maintenance Shop (129)
 - 5.5.5.9 Heating Plant building (1, 1A, 102, 107A, 300, 400, 500)
 - 5.5.5.10 All campus and non-campus work sites where any of the activities listed in above are engaged in. **Note:** See <https://insider.uwec.edu/sites/facmgt/safety/HealthSafetyMaps/Forms/AllItems.aspx>
- 5.5.6 Non-prescription Safety glasses with permanent side shields are located near entrances to areas where eye protection is required.
- 5.5.7 Eye or Face protection equipment is not required in administrative offices, Material Management & Mail Services, supervisors offices, storage areas, hallways, break areas or other identified safe areas.

NOTE: Although lenses in prescription and non-prescription glasses may be referred to as "safety glass", these lenses may not meet the requirements for workplace safety.

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- 5.5.8 Eye and Face protection equipment shall be distinctly marked to facilitate identification of the manufacturer.
- 5.5.9 Employees who wear prescription lenses while engaged in work activities that involve eye hazards shall either wear:
- 5.5.9.1 Appropriate eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses, or;
 - 5.5.9.2 Appropriate eye protection that incorporates the prescription in its design. See **Appendix D**. Procedure for obtaining State Supplies Rx Safety Glasses.
- 5.5.10 Employees who wear prescription contact lenses shall wear the same protective eye or face protection as employees who do not require prescription lenses.
- 5.5.11 The proper goggle must be selected for the work process the employee is engaged in and must be designed to withstand impact.
- 5.5.11.1 Vented through the sides to prevent fogging
 - 5.5.11.2 Indirectly vented and designed to prevent splashes or particles from reaching the eyes
 - 5.5.11.3 Not vented and designed only to exclude vapors and fumes (An anti-fogging treatment is required with this type of eye protection).
- 5.5.12 Employees engaged in welding, cutting, brazing, soldering, grinding and all similar operations that expose them to injurious light radiation shall use eye protection equipment with filter lenses that have a shade number appropriate for the work being performed.
- Note:** *When referring to eye protection for electromagnetic radiation (infrared, visible, ultraviolet) the term “tint” should not be confused with “shade”. Tinted eye protection is designed to offer minimal protection against visible light and ultraviolet radiation.*
- See Appendix C**
- 5.5.13 Signs shall be posted on entry doors or in areas requiring eye/face protection where eye hazards routinely exist.



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5.6 Foot Protection – Categories of Footwear

- 5.6.1 **Category 1:** Hazards are such as to require safety footwear. Each affected employee shall wear protective footwear when working in areas where there is danger of objects falling on or rolling across feet, piercing the sole, and where the feet are exposed to electrical or chemical hazards.
- 5.6.2 Safety-toe footwear (Safety Shoes) is **required** for Facilities Management employees (FTE, LTE, and Students) who are potentially exposed to foot hazards. Work activities with potential Foot Hazards may include but are not limited to, the following:
- 5.6.2.1 Rolling objects (pipes, material handling devices, etc.)
 - 5.6.2.2 Sharp materials at or near floor level
 - 5.6.2.3 Heavy debris that can be kicked (weights, stock, etc.)
 - 5.6.2.4 Slip and fall conditions
- 5.6.3 Foot Protection Zones may include one or more of the following:
- 5.6.3.1 A temporary or permanent work arrangement area
 - 5.6.3.2 An area or workplace where risks to the feet exist, or are likely to exist
 - 5.6.3.3 Warehousing and storage area(s)
 - 5.6.3.4 Shipping and receiving goods
 - 5.6.3.5 Powered and non-powered material handling devices
 - 5.6.3.6 Handling of heavy objects, hoist and crane operation
 - 5.6.3.7 Cylinder and drum handling
 - 5.6.3.8 Forklift use and palletizing
 - 5.6.3.9 Walking on uneven tracks or areas newly of scrubbed
 - 5.6.3.10 Maintenance and servicing, work on roofs, and electrical work
 - 5.6.3.11 Construction and demolition sites
 - 5.6.3.12 Moving plant and equipment, gardening or turf management
 - 5.6.3.13 Machinery/equipment that eject objects/work pieces, cuts, crushes, bounces
 - 5.6.3.14 Hazardous substances handling
- 5.6.4 All safety-toe footwear (safety shoes) must meet the requirement of the following OSHA standards 29 CFR 1910.136(b)(1):
- 5.6.4.1 ASTM F-2412-2005, Standard Test Methods for Foot Protection, and ASTM F-2413-2005, Standard Specification for Performance Requirements for Protective Footwear 29 CFR 1910.136(b)(1)(i); or
 - 5.6.4.2 ANSI Z41-1999, American National Standard for Personal Protection – Protective Footwear 29 CFR 1910.136(b)(1)(ii); or
 - 5.6.4.3 ANSI Z41-1991, American National Standard for Personal Protection – Protective Footwear 29 CFR 1910.136(b)(1)(iii)

Note:

1. At a minimum, all employees shall be required to wear safety shoes that fully cover the foot up to the bottom of the ankle and are at least constructed of a sturdy canvas or leather material.
2. Supervisors may require more stringent shoe requirements that meet ANS Z41.1999 standards.

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5.6.5 **Class 75 Toe impact rating**

5.6.5.1 Safety shoes or boots with impact protection are required for carrying or handling heavy materials such as packages, objects, parts or tools, which could be dropped and, for other activities where objects might fall onto the feet weighing 50 pounds and dropped from a height of 18 inches.

5.6.6 **Metatarsal Guards**

5.6.6.1 Designed to protect the bones of the upper foot from compression and impact. This protection is required when there is a potential for injury to that part of the foot from impact or compression hazards. Foot protection devices with metatarsal protection is offered as Class 50 or Class 75.

5.6.7 **Toe and Foot Guards** will be provided to each shop, if deemed necessary by the shop supervisor for additional protection. On occasion there may be a need for metatarsal protection in combination with safety-toed shoes.

5.6.7.1 To provide temporary protection when the potential for foot injury exists.

5.6.7.2 To use by employees who are not required to wear safety footwear; these toe and foot guards should not be permanently used in place of safety-toe shoes.

5.6.7.3 Any protective toe cap or foot protection must be designed and constructed into the shoe during the manufacturing process and tested as an integral part of the footwear.

5.6.8 Class 75 Safety shoes or boots with compression protection are required for work activities involving heavy objects such as pipes or heavy material handling carts that could potentially roll over the feet.

5.6.9 Special situations may require wearing metatarsal protection, electrically conductive or insulating safety shoes or boot.

5.6.10 Employees working in the following classifications must wear Class 75 safety shoes meeting ANSI Z41.1999 standards.

5.6.10.1 Locksmith

5.6.10.2 FM Maintenance Specialist/Advance

5.6.10.3 Steam Feeder

5.6.10.4 Business Automation Specialist, painter, and plumber

5.6.10.5 Power Plant Operator Senior, Power Plant Operator Assistant, and Power Plant Superintendent

5.6.10.6 Gardener Labor

5.6.11 Requests for exemption from safety shoe requirements will be handled administratively in the same way that other work-related medical restrictions are handled.

5.6.11.1 Requests for exemption will be considered when recommended by a doctor.

5.6.11.2 The employee must give permission for the doctor to provide relative medical information and to discuss the medical basis for the exemption with the (RM&S) staff.

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- 5.6.11.3 (RM&S) will discuss with the doctor specific medical reasons for the exemption and whether certain types of shoes, including custom made, could be worn.
- 5.6.11.4 If a medical exemption is granted, appropriate steel-toe or metatarsal guards would still be required at the employee's expense.
- 5.6.12 **Category 2:** Risks of injury that require footwear to protect against light objects or chemicals that do not require protective toe caps.
 - 5.6.12.1 Custodial staff shall wear a footwear completely encloses the foot (heel and toe), slip resistant and must be in good condition.
- 5.6.13 **Category 3:** Minimal or no risk of foot injury.
 - 5.6.13.1 Office staff shall wear a footwear can be of any material if there is a solid bottom and top and in good condition.
- 5.7 **Hand Protection:** Appropriate gloves shall be worn to protect hands from exposure to cuts abrasions, burns, and skin contact with chemicals that could injure the hands.
 - 5.7.1 OSHA is unaware of any gloves that provide protection against all potential hand hazards and there are no ANSI standards for gloves.
 - 5.7.2 It is important to select the most appropriate type of glove for an application based on performance characteristics of the gloves. Consider:
 - 5.7.2.1 The physical stresses that the hands will be exposed to
 - 5.7.2.2 The toxic properties of chemical(s) that the hands will be exposed to
 - 5.7.2.3 The duration, frequency and degree of exposure that the hands will be exposed to hazard.
 - 5.7.2.4 The degree of dexterity required
 - 5.7.2.5 Comfort.
 - 5.7.2.6 Cost vs. durability. (It may be better to use less expensive gloves and replace them more frequently than to use more expensive gloves)
- 5.8 **Back Support Protection**
 - 5.8.1 Back supports and other types of back braces are not considered PPE and should not be issued to employees. These devices should only be used under the guidance of a medical professional.
- 5.9 **Cleaning and Maintenance**
 - 5.9.1 It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision.
 - 5.9.2 Consult instructions or labels to determine the proper care and maintenance of each item of PPE.
 - 5.9.3 PPE that is not personally assigned shall not be shared between employees until it has been properly cleaned.
 - 5.9.4 PPE shall be inspected and maintained at regular intervals to ensure that it provides the proper protection.
 - 5.9.5 PPE that has become contaminated should be disposed of in a manner that protects employees from contamination.

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6 TRAINING

Each employee required to wear PPE must be trained. The training will consist of the following:

6.1 Site-specific training will include:

- 6.1.1 The type of PPE is necessary for each job
- 6.1.2 How properly put on, adjust, wear and take off required PPE
- 6.1.3 Limitation of the PPE, especially within the parameters of the site
- 6.1.4 Proper care, maintenance, useful life, and disposal of the PPE

6.2 Re-training:

- 6.2.1 Changes in the workplace rendering previous training obsolete
- 6.2.2 Changes in the types of PPE to be use rendering previous training obsolete
- 6.2.3 Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill
- 6.2.4 When the supervisor has reason to believe that any affected employee, who has already been trained, does not have the understanding and skill required to use the required PPE, he or she shall arrange for that employee to be retrained.

6.3 All training will be documented including the names of each employee trained, the date of the training, and the subject matter.

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APPENDIX A. Eye and Face Protection Selection Chart

Source	Assessment of hazard	Suggested protection
IMPACT - Chipping, grinding machine, masonry work, woodworking, sawing, drilling, chiseling, powered fastening, riveting, and sanding.	Flying fragments, objects, large chips, particles sand, dirt, etc.	Spectacles with side protection, goggles, face shields. See notes* (1), (3), (5), (6), (10). For severe exposure, use face-shields
HEAT - Furnace operations, pouring, castings, hot dipping, and welding.	Hot sparks	Face-shields, goggles, spectacles with side protection. For severe exposure use face shields. See notes* (1), (2), (3).
	Splash from molten metals	Face-shields worn over goggles. See notes* (1), (2), (3).
	High temperature exposure	Screen face shields, reflective face shields. See note See note* (1), (2), (3).
CHEMICALS - Acid and chemicals handling, degreasing plating.	Splash	Goggles, eyecup and cover types. For severe exposure, use face shields. See notes* (3), (11).
	Irritating mists	Special purpose goggles.
DUST - Woodworking, buffing, general dusty conditions.	Nuisance dust	Goggles, eyecup and cover types. See note* (8).
LIGHT and/or RADIATION - Welding: Electric arc	Optical radiation	Welding helmets or welding shields. Typical shades: 10 -14. See notes* (9), (12).
Welding: Gas	Optical radiation	Welding goggles or welding face shield. Typical shades: gas welding 4-8, cutting 3-6, brazing 3-4. See note* (9).
Cutting, Torch brazing, Torch soldering	Optical radiation	Spectacles or welding face shield. Typical shades, 1.5-3. See notes* (3), (9).
Glare	Poor vision	Spectacles with shaded or special-purpose lenses, as suitable. See notes* (9), (10).

Note: * See the notes to Eye and Face Protection Selection on page 456 of the 29 CFR 1910, Subpart I, Appendix B.

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APPENDIX C.

Filter Lenses for Protection Against Radiant Energy

Operations	Electrode Size 1/32 in.	Arc Current	Minimum Protective Shade
Shielded metal arc welding	Less than 3.....	Less than 60.....	7
	3-5.....	60-160.....	8
	5-8.....	160-250.....	10
	More than 8.....	250-550.....	11
Gas metal arc welding and flux cored arc welding		Less than 60.....	7
		60-160.....	10
		160-250.....	10
		250-500.....	10
Gas Tungsten arc welding		Less than 50.....	8
		50-150.....	8
		150-500.....	10
Air Carbon Arc cutting	(Light).....	Less than 500.....	10
	(Heavy).....	500-1000.....	11
Plasma arc welding		Less than 20.....	6
		20-100.....	8
		100-400.....	10
		400-800.....	11
Plasma arc cutting	(Light).....	Less than 300.....	8
	(Medium).....	300-400.....	9
	(Heavy).....	400-800.....	10
Torch brazing		3
Torch soldering		2
Carbon arc welding		14
Operations	Plate thickness – inches	Plate thickness – mm	Minimum Protective Shade
Gas Welding:			
Light	Under 1/8.....	Under 3.2.....	3
Medium	1/8 to 1/2.....	3.2 to 12.7.....	4
Heavy	Over 1/2.	Over 12.7.....	5
Oxygen Cutting:			
Light	Under 1.....	Under 25.....	3
Medium	1 to 6.....	25 to 150.....	4
Heavy	Over 6.....	Over 150.....	5

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APPENDIX D.

Procedure for obtaining State Supplies Rx Safety Glasses

Employee		FM Office (Anita R. Spahn)	Marshfield Clinic
Step 1	Request Safety Glasses at FM office (Anita R. Spahn)	Verifies eligibility per policy	
Step 2	<ul style="list-style-type: none"> a. Ask questions he/she may have regarding the provision of state-supplied prescription safety glasses. b. Ask questions he/she may have concerning costs expected of employee and co-payment procedures. c. Have supervisor sign order form with department account number. 	<ul style="list-style-type: none"> a. Explains program to employee and provide copies of: <ul style="list-style-type: none"> • Order Forms with price schedule showing FM share and additional options with employee co-pay cost. • FM Policy on State-Supplied Prescription Safety Glasses. • AO Safety frame catalog for preliminary frame choices. b. Employee is instructed to take Prescription to Marshfield Clinic to order glasses. 	
Step 3	Employee takes order form to Marshfield Clinic (No other clinic or optical shop is permitted; however, employees may obtain prescription from any source to take to Marshfield Clinic)		
Step 4	<ul style="list-style-type: none"> a. Provide Current Prescription b. Discusses with optician, work activities that may affect frame selection, lens selection, bifocal type and location, etc. c. Make final selection from available frames and lens options d. Pays required co-pay (Check, MO, or credit card, no cash) e. Returns Frame Catalog to Anita Spahn. 		<ul style="list-style-type: none"> a. Assists employee with final frame selection, lens and option choices. b. Completes order form & order glasses from AO Safety Laboratory. c. Collects required co-pay from employee. d. Sends copy of each completed order form and invoice to FM – Anita Spahn.
Step 5		<ul style="list-style-type: none"> a. Receives copy of completed order form from Marshfield Clinic for FM share of cost. b. Reconciles billing with contract price c. Files order for reference 	
Step 6	Returns to Marshfield Clinic for fitting and adjustment		Completes fitting and adjustment