

Protective Equipment/Dress for Personal Safety Policy

All employees of the College are expected to adhere to any and all job related safety precautions. If a job responsibility that call for the use protective equipment, including but not limited to, safety glasses, overcoats, gloves, hard toed shoes, etc, the safety equipment must be used. Failure to follow all required safety precautions may pose significant risk of injury to self or others and may be cause for disciplinary action.

Operational Services Unit Employees

The following safety policy is intended to ensure that all Operational Services employees maintain and use safety equipment and clothing that provides protection to the employees as they carry out assignments in the work environment.

1. Protective Equipment - All employees are required to wear protective gloves, goggles, safety glasses, safety shields, toe guards, safety shoes, welding aprons, helmets, earplugs, dust masks, respirators, etc., as required by PESH/OSHA and other regulatory agencies.
2. Footwear - All employees are required to wear footwear which fully encloses the foot and is in good condition*. Those engaged in grounds operations, central warehouse, shipping/receiving, and mail services, and motor equipment repair are required to wear safety shoes as provided. Custodial personnel should wear shoes which incorporate slip-resistant soles. NOTE: Sandals and open-toed shoes are examples of footwear which are unacceptable in the work place.
3. Pants/Trousers - Employees are required to wear long (ankle length) pants/trousers that do not restrict movement, are in good condition*, and not overly loose fitting so as to entangle the employee when working in the proximity of moving equipment. NOTE: spandex, shorts (except as noted below), cut-offs, and sweatpants are examples of clothing that are unacceptable in the work place.
Exception: Members of the custodial staff, delivery staff, shuttle bus drivers, and over-the road bus drivers are authorized to wear shorts at any time of year when they feel it is appropriate. Shorts must be knee length with finished edges. Employees may keep long trousers in a locker or other appropriate area to change into if needed. However, any changing of clothes must be conducted on the employee=s own time (before or after work hours, break times, etc.).
4. Shirts/Blouses - Employees are required to wear long or short sleeve shirts/blouses providing that such clothing is in good condition*, does not restrict movement, and is not overly loose fitting so as to entangle the employee when working in the proximity of moving equipment. NOTE: Undershirts and tank tops are examples of clothing that are unacceptable in the work place.
5. Outer Clothing - Employees should wear outer clothing pertinent to the prevailing weather conditions. This includes gloves, boots, jackets, parkas, etc., which should be in good condition* and provide adequate protection from the elements.

**Good condition - not ripped, torn, cut, and not bearing excessive or unsightly patches, profanity, or vulgar messages.*