



<b>POLICY NAME:</b> Personal Protective Equipment (PPE) Guidelines Policy	<b>AUTHORITY:</b> City of Imperial
<b>APPLICATION:</b> All Employees (except Police Department employees)	<b>DATE APPROVED:</b> DRAFT - PENDING CC APPROVAL City Council Agenda Item PENDING



**CITY OF IMPERIAL**  
**PERSONAL PROTECTIVE EQUIPMENT**  
**(PPE) GUIDELINES POLICY**

**TABLE OF CONTENTS**

**FOOTWEAR SAFETY GUIDELINES**

I.	PURPOSE	3
II.	DEFINITIONS	3
III.	RISK LEVELS	3
	A. Risk Level 1	4
	B. Risk Level 2	4
IV.	PROCEDURES	4
V.	ENFORCEMENT	5
VI.	EMPLOYEE RESPONSIBILITY	5
VII.	REFERENCES	6

**HARD HAT SAFETY GUIDELINES**

VIII.	PURPOSE	7
IX.	REQUIREMENTS	7
X.	RESPONSIBILITIES	8
XI.	REPLACEMENT	9
XII.	REFERENCES	9

**JOBSITE SPECIFIC SAFETY GUIDELINES**

XIII.	REQUIREMENTS	10
XIV.	REFERENCES	10

**PROVIDED PPE GUIDELINES**

XV.	PPE PROVIDED PER DEPARTMENT	11
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**CITY OF IMPERIAL**  
**PERSONAL PROTECTIVE EQUIPMENT**  
**(PPE) GUIDELINES POLICY**

**XVI. REPLACEMENT SCHEDULES** 13

**APPENDIX A: EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF** 14  
**PERSONAL PROTECTIVE EQUIPMENT (PPE)**  
**GUIDELINES POLICY**



**CITY OF IMPERIAL**  
**PERSONAL PROTECTIVE EQUIPMENT**  
**(PPE) GUIDELINES POLICY**

**FOOTWEAR SAFETY GUIDELINES**

**I. PURPOSE**

Employers are responsible for determining the correct footwear for the job site and requiring the use of protective footwear where foot hazards exist as a significant part of the job. [CCR Title 8 Section 3385](#)

Potential foot hazards can include but are not limited to:

- i. Electrical hazards (e.g., static discharge, electric shock)
- ii. Hot, corrosive, poisonous substances
- iii. Falling or rolling objects (e.g., tools, pipes, etc.)
- iv. Crushing or penetrating actions
- v. Abnormally wet locations
- vi. Slip and fall conditions
- vii. Objects piercing the sole
- viii. Heavy debris that can be kicked (e.g., weights, stock, etc.)

**II. DEFINITIONS**

1. **Risk Level 1** involves a high degree of potential foot hazards.

- Working on uneven and slippery surfaces, handling heavy objects, equipment, or tools potentially causing injuries from crushing or penetrating actions.
  - A steel-toe safety shoe or composite toe safety shoe is required.

2. **Risk Level 2** involves a lesser degree of foot hazard risk potential.

- Working on uneven surfaces, handling light objects, equipment, or tools with no exposure to crushing or penetrating actions.
  - An appropriate work shoe or boot is required.

**III. RISK LEVELS**



**CITY OF IMPERIAL**  
**PERSONAL PROTECTIVE EQUIPMENT**  
**(PPE) GUIDELINES POLICY**

Employers are required to pay for employee protective equipment. Footwear is considered personal protective equipment (PPE).

**A. Risk Level 1**

1. Employees will be allowed to purchase and wear safety shoes obtained from sources other than the Agency's contract vendors, at the discretion of the City Manager. Selection of the shoe is at the option of the City Manager in order to make uniformity in the brand name, quality and style of the shoe.
2. Agency will provide an allowance not to exceed four hundred dollars (\$400.00) for those employees whose job function requires such footwear at the beginning of each fiscal year, but no later than July 31 which employees may use anytime that fiscal year.
3. Protective footwear must comply with any of the following consensus standards; ASTM F2412, "Standard Test Methods for Foot Protection," and ASTM F-2413, "Standard Specification for Performance Requirements for Protective Footwear."
4. Safety shoes must either have "steel reinforced toes" or "composite toes." Employees will need to use the appropriate safety shoes based on the specific hazards of the work being performed.
5. The supervisor will be available for consultation regarding appropriate footwear.
6. The cost of a pair of safety shoes purchased in excess of the maximum will be the responsibility of the employee.

**B. Risk Level 2**

Employees will provide their own suitable work shoes.

Failure to wear appropriate footwear may be grounds for disciplinary action, up to and including termination.

**IV. PROCEDURES**

- A. Each department's director will establish a list of supervisory employees who will be authorized to establish a list of employees needing Risk Level 1 safety shoes.
- B. Each supervisor will establish a list of employees needing Risk Level 1 safety shoes, in compliance with the above.



## CITY OF IMPERIAL

### PERSONAL PROTECTIVE EQUIPMENT

#### (PPE) GUIDELINES POLICY

- C. As referenced above, Risk Level 1 safety shoes will be provided via a \$400 allowance each fiscal year. The Finance Department will provide a \$400 employee boots voucher to each employee that was designated as needing Risk Level 1 safety shoes.
- D. The employee is responsible for selecting the correct shoes based on their job duties.
- E. The employee will purchase appropriate shoes and either turn in an invoice from one of the Agency contract vendors or if pre-approved to purchase from a non-contracted vendor will pay via a city credit card and provide a valid receipt to the Finance Department.
- F. The employee will pay for any incurred costs over the maximum allowance at the time of the transaction with the vendor.
- G. Upon receipt of the invoice or receipt, the Finance Department shall validate the completed transaction.

#### V. ENFORCEMENT

- A. The supervisor will enforce employee compliance with the program, as employees will not be allowed to work without wearing the appropriate shoes.
- B. All safety shoes/boots will be purchased by employees during their own time. No employee shall be allowed to purchase safety shoes while on duty unless authorized by the department's director or their designee for emergency reasons.
- C. Employees assigned to crews where steel-toed shoes are not required but occasionally use a jackhammer or tamper must use steel-toed caps and metatarsal guards over regular work shoes.

#### VI. EMPLOYEE RESPONSIBILITY

- A. Footwear which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn.
- B. Replacement of lost or damaged shoes will not be reimbursed.
- C. Employees are responsible for maintaining and safekeeping their safety footwear in such a manner that it is usable for at least one (1) year.
- D. Employees whose duties require them to move between areas designated as Risk Level 1 and Risk Level 2 must prioritize safety and readiness when selecting their footwear.



## CITY OF IMPERIAL

### PERSONAL PROTECTIVE EQUIPMENT

#### (PPE) GUIDELINES POLICY

- **Highest Risk Precaution:** When an employee's role involves transitioning between risk levels and they may be called upon to respond quickly to an emergency, they are required to wear the appropriate footwear designated for the highest risk level (Risk Level 1) they might encounter during that time. This ensures they are always prepared for the most demanding environment without needing to change shoes immediately.
- **Alternating Footwear:** Employees who are scheduled to spend time in a specific area to complete work and are not expected to respond to an emergency or be called away on short notice may alternate between the appropriate footwear for Risk Level 1 and Risk Level 2. In all cases, the correct footwear must be worn before entering the respective work zone.

#### VII. REFERENCES

[CCR Title 8 Section 1514 Personal Protective Devices](#)

[CCR Title 8 Section 3380 Personal Protective Devices](#)

[CCR Title 8 Section 3385 Foot Protection](#)

[OSHA Publication - Personal Protective Equipment](#)



**CITY OF IMPERIAL**  
**PERSONAL PROTECTIVE EQUIPMENT**  
**(PPE) GUIDELINES POLICY**

**HARD HAT SAFETY GUIDELINES**

**VIII. PURPOSE**

Employers are responsible for providing employees with head protection where there is a risk of receiving head injuries from flying or falling objects and/or electric shock and burns. [CCR Title 8 Section 3381](#).

**IX. REQUIREMENTS**

Employers shall ensure the appropriate impact type helmet is selected and used.

Employers must ensure employees wear head protection if any of the following possibilities apply:

- Falling or flying objects
- Accidental head contact with electrical hazards (electric shock and burns)
- Bumping head against fixed objects (e.g., pipes, beams)

Other specific areas where hard hats must be include, but are not limited to:

1. Construction areas designated as "Hard Hat Areas"
2. Areas where any crane, hoist, or other overhead lifting device is in operation
3. Areas on or adjacent to roads or highways where construction or maintenance activity is being performed

*Note: High-visibility safety clothing (shirt, jacket, vest, etc.) must be worn in conjunction with hard hats to increase visibility*

4. Any area on a tenant's leased facility where hard hats are required

*Exception:*

- Hard hats need not be worn when the hazard created by wearing them offsets the benefits of protection created by their use. Determinations under such circumstances will be left up to the supervisor's discretion, not the involved employee(s).



**CITY OF IMPERIAL**  
**PERSONAL PROTECTIVE EQUIPMENT**  
**(PPE) GUIDELINES POLICY**

Head protection must meet American National Standards Institute (ANSI) criteria. Each approved protective helmet shall bear the permanent markings required by the ANSI standard under which it was approved. At a minimum, the marking shall identify the manufacturer, ANSI designated standard number and date, and ANSI designated class and impact type of helmet.

**X. RESPONSIBILITIES**

**A. Employee**

1. Wear a hard hat when required.
2. Employee shall wear the hard hat issued to them by the City.
3. Although a hard hat may not be required at a particular job site, it is the employee's responsibility to maintain one at the site (in a vehicle, etc.), so that it will be readily available should it be needed.

*Do not store in direct sunlight since sunlight and extreme heat can cause damage.*

4. Ensure the safekeeping, maintenance, and cleanliness of their hard hat.  
*Cleansing should be done with a mild soap solution and water.*
5. Do not alter or modify the shell or suspension.
6. Daily inspection of the shell, suspension system and other accessories for holes, cracks, tears, or other damage.
7. Where there is a risk of injury from hair entanglements, confine hair to eliminate the hazard.
8. Employees must not modify their hard hats (e.g., painting, drilling holes, or adding stickers).
9. If the hard hat is damaged, report the damage to the supervisor and obtain a new City-issued hard hat.

Failure to wear a hard hat when required may be grounds for disciplinary action, up to and including termination.

**B. Supervisor**

Ensure employees have been issued a hard hat in good condition, provide instruction, and wear hard hats when required.



**CITY OF IMPERIAL**  
**PERSONAL PROTECTIVE EQUIPMENT**  
**(PPE) GUIDELINES POLICY**

**XI. REPLACEMENT**

Always replace a hard hat if it sustains an impact, even if damage is not noticeable.

Hard hats with any of the following defects should be replaced:

- Perforation, cracking, or deformity of the brim or shell
- Indication of exposure of the brim or shell to heat, chemicals, or ultraviolet light and other radiation, in addition to a loss of surface gloss (signs include chalking or flaking)

Failure to comply may be grounds for disciplinary action, up to and including termination.

**XII. REFERENCES**

[CCR Title 8 Section 1514 Personal Protective Devices](#)

[CCR Title 8 Section 3380 Personal Protective Devices](#)

[CCR Title 8 Section 3381 Head Protection](#)

[OSHA Publication - Personal Protective Equipment](#)



**CITY OF IMPERIAL**  
**PERSONAL PROTECTIVE EQUIPMENT**  
**(PPE) GUIDELINES POLICY**

**JOBSITE SPECIFIC SAFETY GUIDELINES**

**XIII. REQUIREMENTS**

All employees entering active construction sites, CIP project areas, or other controlled job sites must follow these requirements:

- **High-Visibility Safety Vests** – Mandatory in or near traffic zones per ANSI/ISEA 107 Class 2 or Class 3 standards.
- **Eye & Hearing Protection** – Required when near loud equipment or tools such as jackhammers, grinders, or saws (CCR Title 8, Sec. 3382).
- **Respiratory Protection** – Recommended for dusty environments, trench inspections, or areas with airborne particles (Optional, but recommended)
- **Traffic Control Compliance** – Employees must follow Caltrans Work Zone Safety Standards when working near active roadways, including proper safety cones, flagging procedures, and minimum safe distances.

When entering any active construction site or controlled jobsite, whether City-managed or contractor-controlled, all City employees must comply with the posted safety rules and regulations in effect at that location. This includes, but is not limited to, requirements for hard hats, high-visibility vests, safety glasses, hearing protection, gloves, steel-toe footwear, or any other protective equipment identified by the site's responsible contractor, project manager, or supervisor. If the jobsite's requirements **exceed the City's minimum PPE standards**, employees **must follow the stricter requirements** to ensure full compliance and reduce liability risks.

**XIV. REFERENCES**

[California Code of Regulations, Title 8, Section 3382. Eye and Face Protection.](#)



**CITY OF IMPERIAL**  
**PERSONAL PROTECTIVE EQUIPMENT**  
**(PPE) GUIDELINES POLICY**

**PROVIDED PPE GUIDELINES**

**XV. PPE PROVIDED PER DEPARTMENT**

Personal Protective Equipment (PPE) is provided to new staff as needed based on their position and is the responsibility of the staff to maintain their PPE. All city issued PPE shall remain onsite while employee is off duty and employees shall store their PPE in their work vehicle, their locker or in the office as directed by their supervisor when not working.

Community Development

- Community Development new staff are provided with the following PPE items *as needed for their position*:
  - Hard hats
  - Eye protection
  - Gloves
  - High Vis Vest with body worn camera
  - Ear plugs / Eye protection
  - Sanitizer and spray
  - Tyvek Suit

Innovation and Technology Department

- Innovation and Technology Department new staff are provided with the following PPE items *as needed for their position*:
  - ANSI safety glasses, voucher for ANSI-approved footwear, leather gloves, 2-gallon water Igloo, sunshade hat/city hat, ANSI hard hat, and an ANSI harness
- Innovation and Technology Department has the following items stocked and available for employees to obtain *as needed*:
  - Disposable dust masks, coveralls, latex gloves, and earplugs
- Innovation and Technology Department will replace the following PPE items on an *as-needed basis* due to wear and tear:



**CITY OF IMPERIAL**  
**PERSONAL PROTECTIVE EQUIPMENT**  
**(PPE) GUIDELINES POLICY**

- Gloves, protective eyewear, hard hats, harness, sunshade hats, and a 2-gallon water Igloo
- Innovation and Technology Department will provide the following items when an employee submits a request:
  - Back brace and cooling towels

Parks and Recreation Department

- Parks and Recreation Department new staff are provided with the following PPE items *as needed for their position*:
  - ANSI safety glasses, voucher for ANSI approved footwear, leather gloves, 2-gallon water Igloo, sunshade hat/city hat, ANSI hard hat
- Parks and Recreation Department has the following items stocked and available for employees to obtain *as needed*:
  - Disposable dust masks, coveralls, latex gloves and earplugs
- Parks and Recreation Department will replace the following PPE items on a *as needed basis* due to wear and tear:
  - Gloves, protective eyewear, hardhats, sunshade hats, and 2-gallon water Igloo
- Parks and Recreation Department will provide the following items when an employee submits a request:
  - Back brace and cooling towels

Public Services Department

- Public Services new staff are provided with the following PPE items *as needed for their position*:
  - ANSI safety glasses, voucher for ANSI approved footwear, safety gloves, 2-gallon water Igloo, sunshade hat/city hat, ANSI hard hat, High Visibility (HiVis) apparel (i.e. uniform shirts, jackets, vest)
- Public Services Department has the following items stocked and available for employees to obtain *as needed*:



## CITY OF IMPERIAL

### PERSONAL PROTECTIVE EQUIPMENT

#### (PPE) GUIDELINES POLICY

- Disposable dust masks, disposable gloves, variety style safety work/industrial gloves, earplugs, cooling bandanas and ANSI safety glasses
- Public Services Department will replace the following PPE items on an *as needed basis and time expected basis*:
  - Hard hats, hard hat suspension assemblies, gloves, protective eyewear, sunshades, and water Igloos
- Public Services Department will provide the following items when an employee submits a request – note, request needs to be approved:
  - Applicable braces, respirators, and fall protection equipment

#### XVI. REPLACEMENT SCHEDULES

Replacement will be determined by departmental schedule per OSHA guidelines and regulations and will be coordinated by the supervisor.



**CITY OF IMPERIAL  
PERSONAL PROTECTIVE EQUIPMENT  
(PPE) GUIDELINES POLICY**

**APPENDIX A  
EMPLOYEE ACKNOWLEDGMENT OF  
RECEIPT OF PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES POLICY**

My signature below acknowledges that I have received my copy of the City of Imperial's Personal Protective Equipment (PPE) Guidelines Policy ("Policy") and that I have read the Policy and understand my rights and obligations under the same.

I understand that this Policy only represents the City of Imperial's current policies, procedures, rights, and obligations. Regardless of what the Policy states or provides, the City of Imperial retains the right to add, change, or delete provisions of the Policy at any time and in its sole discretion.

By signing below, I agree to abide by all provisions of the Policy. I understand that failure to fully comply with all provisions of the Policy may lead to disciplinary action, up to and including termination.

PRINT FULL NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**(RETAIN IN EMPLOYEE PERSONNEL FILE)**