

**NAVY PUBLIC WORKS CENTER
DETACHMENT PHILADELPHIA**

STANDARD OPERATING PROCEDURE

PERSONAL PROTECTIVE EQUIPMENT

PROCEDURE NUMBER 500.02

DISCLAIMER: These Standard Operating Procedures (SOP) are for the exclusive use of NAVY PUBLIC WORKS CENTER (PWC) NORFOLK DETACHMENT PHILADELPHIA. They are promulgated as guidance for other NAVFAC COMMANDS. If intended to be used by other Activities, they must be tailored to each Activities particular requirement and must be reviewed/approved by the activities Safety Professionals prior to use.

Preparer: _____ *(Date)*

Approved: _____ *(Date)*

Safety Professional: _____ *(Date)*

Department Head: _____ *(Date)*

Officer in Charge _____ *(Date)*

**Standard Operating Procedure
002
Personal Protective Equipment**

Purpose:

To establish requirements when and where **PERSONAL PROTECTIVE EQUIPMENT** must be worn.

EYE PROTECTION:

- A. Approved eye protection must be worn at all times, in all construction and alteration sites.
- B. Eye and face injury can be caused by flying particles, chips, splashes from hazardous liquid, operations that generate hot slag or metal, welding operations, etc.
- C. In addition to approved safety eye glasses, safety goggles and face shields are available in the tool room for jobs requiring additional eye and face protection.

HEAD PROTECTION:

- A. **Hard Hats** are required be worn at all times, in construction sites and any other areas where hazards from falling or fixed objects, or electrical shock are present.
 - B. **Bump Caps** /skull guards will be issued and worn where the risk of head injury has been determined by the **Supervisor** to be of low probability or result in minor contusions, scrapes and for protection against scalp lacerations from contact with sharp objects.
- NOTE: Under no circumstances do Bump Caps replace HardHat's. If a situation arises where a Supervisor cannot determine which Head Protection is required than a HardHat must be worn.**

PERSONAL FALL PROTECTION DEVICES:

- A. Employees working on unguarded platforms or any personnel aerial lift device, shall be protected by a personal fall arrest system.
- B. Employees working at a height above six feet shall be protected by a safety restraint or fall arrest system, when vertical free fall hazards exists.

FOOT PROTECTION:

- A.** Foot protection must be worn at all times.
- B.** Electrical hazard safety shoes, will be worn by all electrical personnel.

HEARING PROTECTION:

- A.** Hearing protection must be worn when:
 1. The sounds in your work area are irritating.
 2. You need to raise your voice to be heard by someone closer than one feet away.
 3. There are signs indicating hearing protection is required.
 4. Sound levels reach 84 decibels or higher for an 8-hour period.
- B.** To ensure the proper degree of protection, earplugs and earmuffs may have to be worn together. This is especially true in an extremely noisy work environment.

HAND PROTECTION:

- A.** Hand protection should be worn when you are exposed to hazards such as skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures chemical burns and harmful temperature extremes.
- B.** Gloves are available in tool room or thru your supervisor, for all the above hazards.

Supervisors are responsible for ensuring employees have Personal Protective Equipment with them at all times, starting with morning and afternoon musters. **Employees** are responsible to wear P.P.E. whenever they enter an area that requires it to be worn.