

# Directive

4790.3

10/1/00

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## PERSONAL PROTECTIVE EQUIPMENT AND SAFETY EQUIPMENT

### 1. PURPOSE

This Directive establishes the Federal Grain Inspection Service (FGIS) policy and establishes minimum guidelines for the issuance, maintenance, and use of personal protective equipment and safety equipment.

### 2. REPLACEMENT HIGHLIGHTS

This Directive replaces FGIS 4790.3 (also known as FGIS 370.4), dated 2/10/94.

### 3. POLICY

It is FGIS policy to eliminate the need for personal protective equipment by using engineering controls where feasible. When engineering controls are not feasible, administrative controls will be the second choice. The use of personal protective equipment will be considered for the control of hazardous conditions only where engineering and administrative controls are not feasible or when FGIS does not control the work environment.

**NOTE:** FGIS policy specifically addresses the safety and health of FGIS personnel. FGIS is not responsible for the safety of non-Federal inspection and weighing personnel, and those personnel are not required to comply with the safety procedures set forth for FGIS personnel.

### 4. RESPONSIBILITIES

- a. Division Directors will ensure that subordinate supervisors obtain, issue, maintain, and require the use of necessary personal protective equipment and safety equipment.
- b. Branch Chiefs, Staff Heads, and Field Office Managers will ensure that necessary personal protective equipment and safety equipment are available for issue, maintained in serviceable condition, and used by subordinates.

- c. Supervisory personnel will ensure that necessary personal protective equipment and safety equipment are issued to, maintained in serviceable condition, and used by the employees they supervise.
- d. Employees will wear personal protective equipment where required. Employees will report defective equipment to their supervisors.
- e. The Safety and Health Staff will monitor the need for personal protective equipment and safety equipment to ensure that equipment selection and use are consistent with current Occupational Safety and Health Administration (OSHA) standards.

## 5. PERSONAL PROTECTIVE EQUIPMENT

FGIS employees are responsible for the security of the equipment issued to them.

Replacement items will be provided at no cost to the employee when it is necessary due to normal wear and equipment tear. Employees will be responsible for arriving at the job site with the appropriate personal protective equipment in their possession. The following is a list of personal protective equipment that may be needed:

- a. Hard Hats. Hard hats will have labels or markings showing that they meet the American National Standards Institute's (ANSI) Z89.1 1981 criteria. Hard hats without such labels or markings will be considered defective and will be destroyed. Hard hats will not be modified or painted. This includes painting names on the shell, except for a 1-inch x 3-inch strip of reflector tape on both sides and on the back of the hard hats to enhance visibility for traffic and elevator vehicles at night. If the hat is modified or painted, it will be destroyed. Each employee who works in other than an office-type environment will be issued a personal hard hat. Bump caps are not authorized for FGIS employee use. Hard hats will be worn at all times when employees are performing work in areas where there is a risk of head injury.
  - (1) The local field office manager (or senior manager/supervisor assigned to the office) will determine the specific wear requirements consistent with current OSHA standards, FGIS instructions, and local requirements for the following areas:
    - (a) Elevators
    - (b) Mills
    - (c) Commodity plants, and
    - (d) Railyards.

- (2) Hard hats must be worn when working on or around ships, wharves, and docks.
- (3) Consultation with local employees and/or employee representatives is appropriate when developing local wear requirements.

b. Respiratory Protection.

- (1) FGIS employees will not be permitted to enter any space where the use of a chemical respirator or self-contained breathing apparatus is required to protect the employees from toxic chemicals or oxygen deficiency.
- (2) FGIS employees use of respiratory protection is restricted to disposable-type dust masks for employee comfort, unless written approval is obtained from the Safety and Health Staff.

- (a) Disposable dust masks that have been approved for FGIS employee use are:

3M Model 8511. This mask has an exhalation valve. It is a replacement for the 3M Model 8710. The Lab Safety Supply part number is 8E-38025.

Moldex 2300N series masks. These masks have an exhalation valve and are flame retardant. They replace the Moldex 2200 series masks. The Lab Safety Supply part number is 8E-37745. 2300N95 fits medium/large faces, 2301N95 fits small faces, and 2307N95 is an alternate shape for special fit.

- (b) Supervisors will require the use of disposable dust masks in dusty environments when known dust concentrations exceed 10mg/m<sup>3</sup> (see Title 29 CFR Part 1910.1000).

**NOTE:** There is no known exposure approaching 10mg/m<sup>3</sup> in any current FGIS workplace.

- (c) Employees may wear disposable dust masks even when they are not required to do so by a supervisor.
- (d) Disposable dust masks may need to be replaced every few hours when heavy airborne dust is encountered.

- c. Eye Protection.
  - (1) Chemical hazard goggles or plano (plain glass) spectacles meeting ANSI Z87.1 - 1989 criteria will be provided and worn when performing any task involving the handling or use of corrosives or toxic chemicals.
  - (2) Each employee who does not work in an office-type environment will be issued goggles or plano spectacles meeting ANSI Z87.1 - 1989 criteria for protection against airborne dust.
- d. Rubber or Vinyl Apron. A rubber or vinyl apron will be provided and worn when caustic chemicals are handled.
- e. Life Vests.
  - (1) FGIS has evaluated a large number of designs and types of life vests. The Stearns Manufacturing Company vest model IWV-222-1 has been found to be the most appropriate for FGIS use. Life vests will be international orange in color and contain retroreflective panels. If used at night, the vest will be equipped with a light and a whistle. Life vests will be worn fully fastened when:
    - (a) Boarding any vessel at other than dockside or
    - (b) Boarding or working on a barge.
  - (2) Local conditions may require that life vests be worn in other locations. The local field office manager (or senior manager/supervisor assigned to the office) will, in consultation with local employees and/or employees' representatives, determine specific life vest wear requirements. The requirements must be consistent with OSHA standards, FGIS instructions, and local requirements.
- f. Hearing Protection. FGIS employees will not be exposed to noise levels that exceed the permissible time-weighted-average as shown in the OSHA standards. Ear plugs will be provided as a comfort item to employees who request them.
- g. Gloves.
  - (1) Leather gloves will be issued to each employee who performs work outdoors.
  - (2) Chemical-resistant gloves will be available and worn when employees are performing any task involving the use of toxic, corrosive chemicals or cleaning body fluids.

- (3) Cloth gloves may be provided to protect hands from dust, etc.
- h. Flashlights. A flashlight, approved for use in Class I, Division I, Group D, and in Class II, Division I, Group G, hazardous locations will be provided to each employee who works in other than an office-type environment. Spare batteries and bulbs will be available and issued on request.

## 6. SAFETY EQUIPMENT

Eye wash fountains, spray units, deluge showers, fire blankets, and dry chemical or ABC fire extinguishers are required in FGIS facilities when certain tests are performed.

- a. Eye Wash Fountains. FGIS facilities where tests using corrosive or toxic chemicals are performed will have eye wash fountains installed within the test area. These fountains must be tested weekly to ensure they are in working condition and quarterly using an Eye Wash Tester; i.e., Lab Safety Supply Company model OA 2940.
- d. Emergency Spray Unit. When employees use, during testing, containers of corrosive or toxic chemicals that exceed 1 quart, an emergency spray unit will be provided within the testing area. These units must be tested weekly to ensure they are in working condition.
- e. Emergency Deluge Shower. When employees use, during testing, corrosive or flammable chemicals in containers larger than 2 quarts, an emergency deluge shower will be provided within the testing area. The showers must be tested quarterly using a Shower Tester; i.e., Lab Safety Supply Company model OA 14034.
- f. Fire Blankets. Fire blankets will be provided in laboratories where alcohol, acetone, Hexane, heptane, or other flammable liquids are used or stored.
- g. Fire Extinguishers. Necessary fire extinguishers will be provided in each FGIS work area. General purpose building protection extinguishers will be selected as recommended by the building manager. A dry chemical extinguisher, Class 10 B-C, will be available in all FGIS laboratories using flammable chemicals.

- h. Bendix Gas Detectors. Bendix gas detectors and tubes will be provided to test for toxic chemicals where local managers deem appropriate.
- i. Vaneometer. A vaneometer, which is of a type/model selected by the Weighing and Equipment Branch, Field Management Division (FGIS), will be provided for use at each fume hood.
- j. First-Aid Kit. First-aid kits will be provided for use in each FGIS work area/vehicle.
  - (1) For each field office, elevator, and other facility where five or more FGIS employees work, a 24-unit NFES Type III first-aid kit; e.g., GSA Supply Catalog number 6545-00-656-1094, must be available. See attachment 1 for a complete list of contents.
  - (2) For each field office, elevator, and other facility where less than five FGIS employees work, a 10-unit NFES Type II first-aid kit; e.g., GSA Supply Catalog number 6545-00-656-1093, must be available. See attachment 2 for a complete list of contents.
  - (3) For each FGIS vehicle, a 10-unit NFES Type II first-aid kit; e.g., GSA Supply Catalog number 6545-00-656-1093. See attachment 2 for a complete list of contents.
  - (4) For Headquarters' offices only, a general-purpose first-aid kit (e.g., Lab Safety Supply Company model OA-14260) may be provided.

**Note:** Material with an expiration date, such as Tylenol®; material that should normally be used only with a doctors approval, such as a Medihaler-Epi®; and material that may be harmful to some individuals in certain situations, such as iodine, ophthalmic irrigation solution, or Chlo-amine®, must be removed from all first aid kits before they are placed in service.

- k. CPR Microshield. A protective shield and gloves should be used for cardio-pulmonary resuscitation. This packet is to be kept with the first-aid kit.

7. EQUIPMENT GUARDS

All FGIS-owned equipment will be equipped with effective guards that meet or exceed the basic guidelines for machine guarding found in 29 Code of Federal Regulations, Part 1910, Subpart O. The Technical Services Division will ensure that all prototype equipment is evaluated for the adequacy of the machine guards. The Field Management Division will ensure that all FGIS test equipment in current use is evaluated for adequacy of machine guards. The Safety and Health Staff will provide technical assistance upon request.

The manager or senior supervisor at each FGIS worksite is responsible for ensuring that machine guards are provided and operational on all equipment at that worksite. Supervisors are responsible for ensuring that equipment is not operated without proper guards. Employees are responsible for ensuring that equipment is not operated without guards in place.

8. SEAT BELTS

FGIS employees will wear seat belts and shoulder harnesses when operating or riding as a passenger in any motor vehicle which is owned or leased by the Government or for which the Government is reimbursing the employee for mileage. Supervisors and managers will enforce the use of seatbelts and shoulder harnesses.

9. INQUIRES

Inquiries regarding this directive should be directed to the FGIS Safety and Health Staff.

/s/ David Shipman  
Deputy Administrator, FGIS

Attachments

24-UNIT FIRST AID KIT

**List of Contents**

Fingertip Adhesive Bandages	4
Plastic Adhesive Strips, 1" X 3"	32
Knuckle Adhesive Bandages	4
Adhesive Tape, 1/2" X 5 yards	1
Triangular Bandage	1
Sterile Dressing Pads, 2" X 2"	4
Sterile Dressing Pads, 3" X 3"	8
Sterile Dressing Pads, 4" X 4"	1
Instant Cold Pack	1
Forceps	1
Scissors	1
First Aid Manual	1
Sterile Stretch Bandage, 2"	2
Combine Dressing, 5" X 9"	1
Extra Large Adhesive Bandages	4
Disposable Vinyl Exam Gloves	4

10-UNIT FIRST AID KIT

**List of Contents**

Fingertip Adhesive Bandages	1
Plastic Adhesive Strips, 1" X 3"	16
Knuckle Adhesive Bandages	1
Adhesive Tape, 1/2" X 2.5 yards	2
Sterile Dressing Pads, 3" X 3"	4
Instant Cold Pack	1
Forceps	1
Combine Dressing, 5" x 9"	1
First Aid Instruction	1
Disposable Vinyl Exam Gloves	4