

<b>OREGON MILITARY DEPARTMENT</b>	<b>NUMBER: AGI-12</b>
<b>INSTALLATIONS DIVISION</b>	<b>EFFECTIVE DATE: 28 SEP 15</b>
<b>SUBJECT: Uniform Items and Personal Protective Equipment Policy</b>	

1. **APPLICABILITY:** This policy/procedure applies to Oregon Military Department (OMD) employees of the Installations Division (AGI).

2. **AUTHORITY/REFERENCE:** AGI-O-420-002 dated 1 April 2009 is hereby rescinded.

- a. American Federation of State, County, and Municipal Employees (AFSCME) Bargaining Agreement
- b. Occupational Safety and Health Administration (OSHA) Standards
- c. Oregon Administrative Rules, Chapter 437, Division 2, Subdivision 1 – Personal Protective Equipment
- d. Command Policy Memorandum 128 – The Wear of Personal Protective Equipment
- e. Command Policy Memorandum 137 (State Employees) – Dress and Appearance Standards

3. **ATTACHMENTS:** (1) List of Affected Classifications

4. **PURPOSE:** To provide guidance for procurement and replacement of uniform clothing items and Personal Protective Equipment (PPE).

5. **BACKGROUND:** References (a) through (e) are guidelines that identify methods to employ in protection of employees. Supervisors have a responsibility to ensure that employees are following agency guidance and policies listed above. A basic set of uniform items has been developed with the purpose of providing necessary protection. These uniform items also help to identify State Maintenance Workers (SMW) and other selected AGI staff to tenants and visitors at OMD facilities.

6. **DISCUSSION:** Personal Protective Equipment (PPE) is designed to protect employees from serious workplace injury or illness resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards that cannot be eliminated. PPE is a supplementary form of protection when hazards have not been controlled through engineering or administrative controls. PPE includes a variety of garments and equipment such as goggles, face shields, coveralls, gloves, vests, earplugs, safety shoes, boots, respirators, and safety harnesses. When used properly, PPE protects against hazards but does not eliminate the individual standards that may require employment of more stringent PPE measures. Employees, who exceed OSHA Standards for Hearing

Conservation, must notify their supervisors so that they may be covered by a Hearing Conservation Program.

**7. GUIDANCE:**

**a. Policy.** In accordance with The Adjutant General's Command Policy Memorandum 137, the wear of appropriate PPE is a requirement of employment for all employees of the Oregon National Guard (ORNG) and OMD.

(1) Employees are expected to have sufficient uniform items to cover the work week, being at work daily and wearing clean uniform items and their ID badge. Failure to report to work with required PPE, to include footwear and uniform items, will result in the employee being sent home to retrieve the appropriate PPE at his or her expense.

(2) PPE provided by the OMD to an employee is the property of the OMD. Except for footwear, these items shall be returned by the employee to OMD upon termination of employment, when items are no longer needed, or becomes unusable through normal wear and tear.

(3) PPE or uniform items that are procured by an employee, using their personal funds, retain the right to keep those items upon termination of employment or when no longer needed by the employee.

**b. Procedures.**

(1) **Determination of PPE.** The OMD has determined, after an assessment of workplace hazards, that the following list of PPE is required at all OMD facilities. This list includes:

Safety glasses	Ear plugs	Ear muffs
Work gloves	Chemical gloves	Rubber boots or slip on boot covers
Particle masks	Safety-toed footwear	Uniform clothing

The Facility Managers at Camp Rilea and Camp Umatilla will determine alternate PPE requirements for employees at their respective sites. Supervisors may adjust uniform and clothing items based upon circumstances that they deem suitable, with management approval.

Any additional PPE not listed in the aforementioned categories can be requested by the employee. Once approved, these items will be documented in a Memorandum of Record and a copy provided to the Operations and Maintenance Branch Chief.

(2) **Purchase of PPE.** Purchase of PPE not specifically addressed in this policy will be considered "on call." This means a purchase request will be initiated by the employee using the work order system process. All purchases will be supported as long as the PPE is required in support of authorized maintenance and repair activities.

**(3) Protective Footwear.**

(a) OSHA approved foot wear shall be worn at all times. Employees may take the footwear home with them rather than safeguarding them at the workplace.

(b) Protective footwear requirements are referenced in the Department of Labor's Code of Federal Regulations (CFR) Title 29. General PPE requirements are given in the Occupational Safety and Health Administration's (OSHA's) standard 1910.132 and Foot Protection requirements are in 1910.136. According to 29 CFR 1910.132, PPE must be used whenever an employer's workplace hazard assessment determines that hazards that require PPE are present, or are likely to be present.

Per 29 CFR 1910.136(a), "Each affected employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards." Appendix B to Subpart I identifies the following occupations for which foot protection should be routinely considered: "shipping and receiving clerks, stock clerks, carpenters, electricians, machinists, mechanics and repairers, plumbers, assemblers, drywall installers and lathers, packers, wrappers, craters, punch and stamping press operators, sawyers, welders, laborers, freight handlers, gardeners and grounds keepers, timber cutting and logging workers, stock handlers and warehouse laborers."

29 CFR 1910.136 incorporates by reference the ASTM F2412-05 Standard Test Methods for Foot Protection, F2413-05 Standard Specification for Performance Requirements for Protective Footwear and the American National Standards Institute (ANSI) American National Standard for Personal Protection - Protective Footwear (ANSI Z41-1999 and Z41-1991). ASTM F2412-11 (Standard Test Methods for Foot Protection) and ASTM F 2413-11 (Standard Specification for Performance Requirements for Protective (Safety) Toe Cap Footwear are the most current footwear consensus standards. This document provides an overview of ASTM F2413-11.

(c) Employees who claim medical reasons for not wearing protective footwear shall provide their Supervisor with documentation from a medical professional. The medical documentation will be provided to and reviewed by the Agency Safety Manager for compliance with all OSHA workplace rules and accepted procedures. Medical reasons do not preclude wearing of appropriate safety PPE. If inserts are needed to provide additional user protection, those costs shall be borne by the individual or their insurance if so covered.

(d) **Purchase and reimbursement of Footwear.** All footwear purchased or repaired shall comply with requirements of OSHA standards cited above.

1) Requests for footwear will be submitted through the work order system for approval. The employee is allocated \$200 to purchase their footwear through a vendor that provides the acceptable level of fit, comfort, protection, product durability and warranty period. After the purchase is made the employee will send the invoice to the AGI-O Accounting Technician for processing and reimbursement. Any amount exceeding

the \$200 threshold will be the employee's responsibility and will reimburse OMD the difference, either by means of personal check or money order at the time the invoice is submitted. The \$200 allowance is intended to meet the needs for individual preference and the need for cold weather and/or wet weather footwear.

2) The replacement frequency of protective footwear is 18 months. Replacement sooner than 18 months requires approval by the Supervisor or Manager. Adjustments to this guidance may be made by the Facility Manager or Supervisor.

3) The employee may reserve a portion for resoling rather than replacing their footwear prior to the 18 months. The employee may purchase boots from one vendor and overshoes or safety-toed rubber boots from another vendor. The combination shall not exceed the \$200 allowance unless that amount is to be paid by the employee.

(4) **Purchase of Uniform clothing.** SMW's will be provided and will wear OMD-approved distinctive uniform clothing as their duty attire. The initial set of uniforms for the SMW will be purchased in bulk by AGI-O and are listed in the table below.

<b>Uniform Items</b>	
<b>Quantity</b>	<b>Description</b>
1	Jacket, choice of High Image or Hooded Duck insulated (black, navy)
3	Long sleeve work shirts (navy, black, khaki)
3	Polo style shirts (khaki, charcoal)
3	Short sleeve work shirts (navy, black, and khaki)
1	Sweatshirt (navy, black)
1	Baseball style cap with logo (black, khaki)
1	Coveralls, charcoal
1	Coveralls Insulated Duck (navy, charcoal)
1	Rainwear (reflective, no logo, highly visible)
1	Mandatory Uniform Item - Photo Identification card issued by OMD
Note 1	Six shirts, combination determined by employee and supervisor. Sweatshirt is an optional choice. Total number will not exceed six.
Note 2	Mandatory one set of either regular or insulated coveralls, for Regions 2 – 8 Trades employees.
Note 3	Employees may choose nonstandard items not contained in the Cintas catalog for self-purchase with embroidery, so long as it meets the intent: professional worker image, shirts with collars (except sweatshirt and wind shirt) subdued colors black, gray, brown, khaki, dark green or navy blue.
Note 4	Camp Rilea and Camp Umatilla Facility Managers may determine the uniform package for their employees.
<b>Initial Issue Cost Limit: \$330</b>	

(a) Each SMW is authorized an initial fielding of uniform clothing of an amount not to exceed \$330. Uniform clothing items such as shirts, jackets, sweatshirts, caps, and coveralls, and embroidery, must use the mandatory vendor, Cintas. The logo is required on all agency uniform purchased items from Cintas. All purchases will be made

directly by the employee after they have received confirmation of approval for their work order request.

(b) All PPE, the initial uniform issue, and replacement uniform items, shall be documented in the division's work order system. PPE clothing may be exchanged for new clothing on an annual basis and not to exceed a value of \$135.00. Requests made to exchange more frequently than 12 months will require supervisor approval.

(c) The replacement cycle for rainwear is at 5-year intervals and up to \$130. Employees will have latitude to choose a vendor that provides the acceptable level of fit, comfort, protection, product durability and warranty period. The suggested vendor to purchase this item is from Sanderson Safety Supply at their web page: <http://www.sandersonsafety.com/store/index.cfm>. Employees may also purchase rainwear from a local vendor. Rainwear will be highly visible, be a bright color and/or reflective material. No camouflage or other patterns are allowed.

(d) SMWs required to wear a uniform by this policy may substitute items for regional climatic conditions or individual preferences, such as quilted overalls or a heavy coat to compensate for cold weather conditions. Those electing alternate items shall be responsible for the additional costs above and beyond the per person expenditure limit and shall be subject to supervisor approval to ensure the items meet the requirements set forth in this policy.

(e) Because of the logo, uniforms are considered a controlled item. Lost or stolen uniforms shall be reported to the individual's supervisor.

(f) Employees shall provide his or her own trousers. Trousers shall be suitable for trades work and comply with Command Policy Memorandum #137 (State Employees) – Dress and Appearance Standards.

(g) Military lease agents may be eligible for uniform items based upon the State Rental Program Manager's approval and limited to the Alternate Uniform Package listed in Attachment 1.

(h) Other OMD employees are eligible to purchase and wear uniform items upon approval of their Supervisor. The alternate uniform package is listed in Attachment 1. Any employee wearing official uniform items shall adhere to the requirements of this policy any other published command or supervisory guidance.

1) Uniform items shall be procured using the AGI work order system. The work order system will provide other AGI Branches the mechanism to track disbursement of funding and manage inventory for employees under their supervision.

2) Employees may purchase uniform items or additional uniform items at their own expense beyond the allotted funding threshold. Any amount exceeding the allotted threshold will be the employee's responsibility and will reimburse OMD the

difference, either by means of personal check or money order at the time the invoice is submitted.

**(5) Wear of Uniform Items.**

(a) Recent force protection antiterrorism advisories have heightened awareness and vigilance to prevent and protect people, information, and critical resources from terrorist activities. The wear of OMD uniform apparel, which displays our logo, is primarily intended for the work environment and OMD employees should refrain from wearing these uniform clothing items outside of duty hours. It's recognized that short stops, when going to and from one's residence may be needed to attend to personal business.

(b) Employees could feel they may be at risk under certain circumstances wearing a uniform. Supervisors and managers will work through each situation on a case-by-case basis and potentially allow flexibility in certain circumstances, so long as the employee still meets the intent of the PPE policy and the appearance standards for those unique situations.

(c) Its inappropriate and strongly discouraged for an employee to wear uniform clothing items as part of a person's wardrobe after duty hours. Given that terrorists can attack anywhere, anytime – the threat is real and wearing organizational clothing, inclusive of badge identification, could result in drawing unwanted attention to yourself.

(6) **Maintenance of PPE.** All workers shall clean, maintain, repair, or order replacement PPE as needed. Failure to properly maintain PPE may increase the risk of injury or illness. Employees are responsible for routinely laundering uniform clothing, patches, and outerwear and keep them in good repair and appearance. Garments with holes, patches, fraying, or that are dirty, stained, or faded significantly from their original color, are not acceptable and should not be worn.

8. **INQUIRIES / QUESTIONS:** Questions pertaining to this guidance may be directed to the Operations and Maintenance Branch Chief, or the undersigned at (503) 584-3596.



ROY D. SWAFFORD  
MAJ (Ret)  
Director of Installations

**Attachment 1**

**Eligible Classifications**

- X4046 Maintenance and Operations Supervisor
- C0758 Supply Specialist 1
- C0759 Supply Specialist 2
- C3265 Construction Inspector
- C4001 Painter
- C4003 Carpenter
- C4005 Plumber
- C4007 Electrician 1
- C4008 Electrician 2
- C4009 Electrician 3
- C4012 Facility Maintenance Specialist
- C4014 Facility Operations Specialist 1
- C4034 Facility Energy Technician 3
- C4039 Physical/Electronic Security Technician 3
- C4101 Custodian
- C4103 Custodial Services Coordinator
- C4109 Grounds Maintenance Worker 1
- C4110 Grounds Maintenance Worker 2
- C4116 Laborer

**Other Office Staff Classifications Authorized the Alternate Uniform Package**

1. The alternate uniform package consists of the following approved items.

<b>Alternate Uniform Package</b>	
<b>Item</b>	<b>Description</b>
1	Jacket, choice of High Image or Hooded Duck insulated (black, navy)
2	Long sleeve work shirts (navy, black, khaki)
3	Polo style shirts (khaki, charcoal)
4	Short sleeve work shirts (navy, black, and khaki)
5	Sweatshirt (navy, black)
6	Baseball style cap with logo (black, khaki)
<p>Note 1: Six shirts, combination determined by employee and supervisor. Sweatshirt is an optional choice. Total number will not exceed six.</p>	
<p>Note 2: Employees may choose nonstandard items not contained in the Cintas catalog for self-purchase with embroidery, so long as it meets the intent: professional worker image, shirts with collars (except sweatshirt and wind shirt) subdued colors black, gray, brown, khaki, dark green or navy blue.</p>	

- a. The initial purchase allowance is \$150.00.

b. The replacement allowance is \$50 annually.

c. Full-time wear of uniform items is not required by staff classifications outlined in paragraph 2. Wear of uniform items will be in accordance with this policy except where amended by their Supervisor.

2. Office staff classifications authorized purchase of uniform items are:

Z7012	Director of Installations
X7008	Construction Branch Chief
X7008	Operations and Maintenance Branch Chief
Z7008	Environmental Branch Chief
X7008	Planning and Programming Branch Chief
X7008	Support Branch Chief
X7006	Camp Umatilla Facility Manager
X7004	Rental Program Manager
X7004	Camp Rilea Facility Manager
X7000	Events Marketing Coordinator
X9107	Food Service Manager 2
C0103	Office Specialist 1
C0104	Office Specialist 2
C0107	Administrative Specialist 1
C0108	Administrative Specialist 2
C0118	Executive Support Specialist 1
C0210	Accounting Technician 1
C0211	Accounting Technician 2
C0437	Procurement & Contract Specialist 2
C0438	Procurement & Contract Specialist 3
C0723	Military Lease Agent
C0860	Program Analyst 1
C0861	Program Analyst 2
C0871	Operations and Policy Analyst 2
C1099	Planner 4
C1244	Fiscal Analyst 2
C1485	Information Systems Specialist 5
C1484	Information Systems Specialist 4
C3252	Facilities Engineer 2
C3268	Construction Project Manager 2
C3269	Construction Project Manager 3
C8501	Natural Resource Specialist 1
C8502	Natural Resource Specialist 2
C8503	Natural Resource Specialist 3
C8504	Natural Resource Specialist 4