

TUOLUMNE CITY SANITARY DISTRICT

Policy and Procedure Manual

POLICY TITLE: Uniforms and Personal Protective Equipment (PPE)

POLICY NUMBER: 3200

ADOPTED:

AMENDED:

Purpose

This policy establishes guidelines for the provision, use, and maintenance of uniforms and personal protective equipment (PPE) for employees of the Tuolumne City Sanitary District (the District). The policy ensures employee safety, compliance with California occupational health and safety regulations, and a professional appearance while performing wastewater treatment, collection, and maintenance duties.

Scope

This policy applies to all District employees, including full-time, part-time, and temporary staff, who perform duties related to wastewater operations, maintenance, or fieldwork.

Authority

This policy complies with:

- California Code of Regulations, Title 8, Section 3380 (Personal Protective Devices)
- Occupational Safety and Health Administration (OSHA) standards (29 CFR 1910.132)
- California State Water Resources Control Board (SWRCB) wastewater operator requirements
- District safety and operational protocols

Definitions

- **Uniform:** District-provided clothing worn to identify employees and ensure a professional appearance.
- **PPE:** Equipment worn to minimize exposure to hazards, including but not limited to gloves, safety glasses, hard hats, high-visibility vests, and respiratory protection.
- **Wastewater Operations:** Activities involving the collection, treatment, and disposal of wastewater, including maintenance of sewer pipelines, treatment plants, and related facilities.

Policy

1. Uniforms

1.1 Provision:

- The District shall provide uniforms at no cost to employees whose roles require fieldwork, wastewater treatment, or public interaction.
- Uniforms include 10-12 shirts (long sleeve and short sleeve) with the Tuolumne City Sanitary District logo.
- Collared Shirts and Cost Adjustments-
 - The District shall provide each employee with 10-12 collared shirts, short sleeve and long sleeve, with the Tuolumne City Sanitary District logo, embroidered or screen-printed, at no cost to the employee. Shirts shall be made of durable, breathable materials suitable for wastewater operations and fieldwork. The District will cover the cost of shirts based on current market rates approved by the General Manager.
 - Annual Cost Adjustment: The cost allocation for shirts will be reviewed and adjusted annually by the General Manager during the budget approval process to account for increases in vendor pricing, material costs, or inflation. Employees will be notified of any changes to the shirt allocation budget by July 1 of each fiscal year.
- Employees receive a boot allowance (up to \$200 annually) for purchasing steel-toe or slip-resistant work boots meeting ANSI Z41 standards. Approval for purchase of the boots must be granted by the General Manager prior to the purchase of the boots.
- District will provide other safety related clothing including jackets, rain gear, gloves, etc.

1.2 Usage:

- Employees must wear District-provided uniforms during work hours, except when plain clothes are authorized for specific tasks (e.g., administrative duties or confined space operations requiring specialized PPE).
- Uniforms must be clean, in good condition, and worn in a professional manner.

1.3 Maintenance:

- Employees are responsible for laundering and maintaining uniforms.
- The District will replace damaged or worn uniforms due to normal wear and tear at no cost to the employee.
- Uniforms damaged due to negligence may require employee reimbursement.

1.4 Return of Uniforms:

- Upon termination or transfer to a non-uniformed role, employees must return all District-provided uniforms within five (5) business days.

2. Personal Protective Equipment (PPE)

2.1 Hazard Assessment:

- The District shall conduct a hazard assessment for all wastewater operations to identify required PPE, per Cal/OSHA Title 8, Section 3380.
- Common hazards include exposure to wastewater, chemicals, confined spaces, heavy machinery, and traffic zones.

2.2 Provision:

- The District shall provide PPE at no cost to employees, including but not limited to:

- **Head Protection:** Hard hats meeting ANSI Z89.1 standards for fieldwork and construction sites.
- **Eye/Face Protection:** Safety glasses or face shields meeting ANSI Z87.1 standards for chemical handling or splash risks.
- **Hand Protection:** Nitrile or rubber gloves for handling wastewater or chemicals.
- **Foot Protection:** Steel-toe or composite-toe boots for fieldwork and maintenance.
- **High-Visibility Clothing:** ANSI/ISEA 107 Class 2 or 3 vests or jackets for work near traffic or heavy equipment.
- **Respiratory Protection:** NIOSH-approved respirators for confined spaces or chemical exposure, as needed.
- **Hearing Protection:** Earplugs or earmuffs for noise levels exceeding 85 dBA.

2.3 Usage:

- Employees must wear appropriate PPE as identified in the hazard assessment or job-specific safety protocols.
- PPE must be worn correctly and consistently during tasks involving identified hazards.
- Failure to wear required PPE may result in disciplinary action, up to and including termination.

2.4 Training:

- The District shall provide annual training on PPE selection, use, maintenance, and limitations, per Cal/OSHA requirements.
- Training includes confined space entry, chemical handling, and emergency response protocols specific to wastewater operations.

2.5 Maintenance and Replacement:

- Employees are responsible for inspecting PPE before each use and reporting damage or defects to their supervisor.
- The District will replace damaged or expired PPE at no cost to the employee.
- Employees must store PPE in designated areas to prevent damage or contamination.

2.6 Specialized PPE:

- For confined space entry or chemical handling, specialized PPE (e.g., gas monitors, full-body harnesses, or chemical-resistant suits) will be provided and maintained by the District.
- Employees must be certified or trained in the use of specialized PPE, per SWRCB and OSHA standards.

3. Responsibilities

3.1 District Responsibilities:

- Provide uniforms and PPE at no cost to employees.
- Conduct regular hazard assessments and update PPE requirements as needed.
- Ensure adequate training and certification for PPE use.
- Maintain an inventory of PPE and replace items as necessary.

3.2 Employee Responsibilities:

- Wear uniforms and PPE as required by job duties and safety protocols.
- Inspect and maintain PPE in good condition, reporting issues promptly.
- Participate in all required safety and PPE training sessions.
- Return District-provided uniforms upon termination or role change.

4. Disciplinary Action

- Non-compliance with this policy, including failure to wear required uniforms or PPE, may result in disciplinary action, including verbal warnings, written warnings, suspension, or termination, depending on the severity of the violation.

5. Policy Review

- This policy shall be reviewed annually or as needed to ensure compliance with federal, state, and local regulations and to address operational changes within the District.