

Administrative Procedures

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Personal Protective Equipment and Cold Weather Gear

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Functional Manager: Nielsen, Christopher E

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Change Summary

Description of Change

Revised procedure to add cold weather gear requirements and practices. Title also changed to include cold weather gear.

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1.0 PURPOSE

This procedure establishes requirements for the use of Personal Protective Equipment (PPE) when an industrial hazard exists and a need is indicated for using such equipment to reduce the hazard to HMIS personnel, and visitors. In addition, this procedure spells-out the requirements for purchasing cold weather gear (CWG) for employees that work in a cold environment.

2.0 SCOPE

The process in this Level 1 procedure is applicable to all Hanford Mission Integration Solutions, LLC (HMIS) employees performing under the Hanford Mission Essential Services Contract.

PPE specifically addressed by other safety and industrial hygiene procedures will not be addressed within this procedure; examples of these procedures are *Hanford Site Respiratory Protection Program* (DOE-0352), *Fall Protection* (HMIS-RD- SP-43284), *Hanford Site Fall Protection Program* (DOE-0346), *Hanford Site Electrical Safety Program* (DOE-0359), *Occupational Noise Exposure and Hearing Conservation* (HMIS-RD- SP-11812), EU-PRO-OP-60781 Electrical Utilities Safety Program and *HMIS Radiological Control Manual* (HMIS-MAN-RC-5173). Additionally, it is not the intent of this procedure to govern the use of Hanford Fire Fighter and Hanford Patrolmen specific PPE that is specifically addressed in procedures written by the Hanford Fire Department or Safeguards and Security.

The procurement of all PPE and CWG within HMIS requires the use of the PPE Request Power Application. A detailed explanation of how to use this application is provided in Appendix A.

There is a distinction between PPE and CWG. PPE are specialized items designed to mitigate risks associated with hazardous work environments (e.g., gloves, hard hats, safety footwear, etc.). Whereas CWG includes clothing meant for protection against environmental cold but is not categorized as PPE required under 29 CFR 1910, Subpart I, *Personal Protective Equipment*. OSHA considers CWG to be ordinary clothing used to protect against weather conditions. However, the costs for cold weather gear issued as consumable government property that has been screened in accordance with 10 CFR 851, Worker Safety and Health Program, which incorporates by reference the “Threshold Limit Values (TLV) for chemical Substances and Physical Agents and Biological Exposure Indices (TLVs)” published by the American Council of Government Industrial Hygienists and includes a cold stress TLV are considered allowable.

According to the 2016 American Council of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values & Biological Exposure Indices, as required under 10 CFR 851.23(a)(9), *Safety and Health Standards*, adequate insulating dry clothing must be provided to employees whose job responsibilities require them to perform work activities in environments where air temperatures are below **40°F**. The key intent for CWG purchases is to ensure workers are being protected against cold stress injuries such as trench foot, frostbite, hypothermia, etc. For more information about the specific requirements for procuring CWG, refer to Appendix D.

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Employees/Managers must identify specific operational circumstances to determine if PPE is necessary. PPE needs must meet the following three criteria:

1. *The item must be "special" and not part of the ordinary and useful furnishings an employee may be expected to provide for themselves;*
2. *The item must be for the benefit of the government, that is, essential to the safe and successful accomplishment of the work, and not solely for the protection of the employee; and*
3. *The employee must be engaged in hazardous duty.*

Procurement of PPE exceeding costs specified in this procedure requires management and safety and health approval.

This document partially implements the ISMS Guiding Principle #6, Hazard Controls Tailored to Work Being Performed and Core Function #3, Develop and Implement Hazard and Environmental Controls. This procedure is effective upon publication.

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3.0 RESPONSIBILITIES**3.1 Senior Management**

- Ensure consistent PPE use over the entire HMIS Projects / Organizations
- Ensure CWG provided is consistent with HMIS catalog of approved CWG to protect employees in the workplace against cold weather stress and related injuries.

3.2 Manager/Construction Supervisor/Superintendent

- Conduct hazard analysis for PPE use.
- Reassess workplace hazards when trends or conditions warrant a review.
- Identify PPE requirements.
- Use engineering controls when necessary.
- Assess whether the work activities can take place in a warm building (i.e., indoors) or the work can wait to be performed when it is not cold outside.
- Ensure employees have appropriate CWG to perform the required job activities.
- Provide justifications and approvals of PPE PowerApp submittals.

3.3 HMIS Employees

- Maintain safety equipment in good condition.
- Report defective/damaged safety equipment to supervision for replacement or repair.
- Follow posted PPE requirements.
- Wear/use company provided CWG when working in the cold environment.
- Company-provided PPE or CWG shall not be used for personal activities outside work.
- Damage to CWG that impacts functionality must be reported immediately to line management.

3.4 Controllers

- Provide reviews to ensure CWG/PPE purchase requests are consistent with the procedure. Including refresh cycles and appropriate charges.
- Ensures there is reasonable justification and documentation for allowability

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4.0 INSTRUCTIONS

4.1 General PPE & CWG Requirements

Actionee	Step #	Action
HMIS Employees	1.	<p>WEAR appropriate (PPE) clothing for protection from exposure to job specific hazards, and CWG against exposure from cold temperature below 40°F, such as:</p> <ul style="list-style-type: none"> • Employees engaged in outside work shall wear clothing suitable to weather conditions (e.g., layering) and the job. • Shirts and pants or coveralls shall provide full coverage to the back, trunk, legs and shoulders. • ENSURE lower arms are covered when using powered hand tools or performing activities that expose the arms to irritation or injury. • Sleeveless shirts, including tank tops, clothing made from a net material that visibly exposes the skin AND working without a shirt are prohibited. • Sleeves for field personnel must be a minimum of four inches in length.
	2.	<p>WEAR the following PPE as a minimum outside an administrative area, as defined in Note 2, unless addressed in a job specific job hazard analysis:</p> <ul style="list-style-type: none"> • Safety glasses with side shields or equivalent • Shirt with sleeves over the shoulder • Full length pants • Substantial footwear
	3.	<p>WEAR the CWG listed below (as needed to protect against specific conditions and work activities) when performing work activities outside in the cold environment (below 40°F):</p> <ul style="list-style-type: none"> • Winter insulated boots. • Sweatshirts. • Headgear (i.e., cap, hat, hood, or face mask). • Winter jackets • Winter vest

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Actionee	Step #	Action
		<ul style="list-style-type: none"> • Winter bib <p>NOTE2: <i>Radiological work, where modesty clothing is expected, is an exception. Other exceptions shall be noted in work planning documents.</i></p> <p>NOTE3: <i>Administrative areas; such as, offices, lunchrooms, break rooms, meeting rooms, restrooms, vehicles, parking lots, and common access routes between buildings and parking lots are excluded from PPE requirements unless performing fieldwork in these areas, and/or hazards in the environment dictate otherwise.</i></p>
	4.	<p><u>WHEN</u> engineering and/or administrative controls are not appropriate to control hazards that may injure employees, <u>THEN USE</u> appropriate PPE.</p> <p>NOTE: <i>Employees may request PPE in addition to that specified in the Hazard Analysis, however, its use must be approved by Safety or Industrial Hygiene and documented in work planning documents.</i></p>
Senior Management	5.	ENSURE uniformity and consistency in the application and use of PPE controls across HMIS Projects/Organizations.
	6.	ENSURE consistent usage of CWG in the workplace against cold weather stress injuries.
Manager/Construction Supervisor/Superintendent (M/CS/S)	7.	CONDUCT a hazard analysis of each work area and work activity to determine if hazards requiring the use of PPE and/or CWG are present.
	8.	<p>COMPLETE a reassessment of workplace hazards based upon the following:</p> <ul style="list-style-type: none"> • Planned startup of new processes or equipment • Change in hazardous material usage • Change in process or how equipment is used • Trend analysis identifies a pattern in PPE-related accidents • Evaluate whether the task must be performed in a cold environment, or the task can be delayed for warmer weather or moved to a nearby heated space or equivalent.

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Actionee	Step #	Action
	9.	IDENTIFY facility, area and job-specific PPE requirements to employees, as well as resident and visiting personnel, providing hazard warning and information on the appropriate type of protection required.
	10.	POST facility or area PPE requirements prominently to ensure nonresident or visiting personnel are made aware of potential hazards.
	11.	REFER to HMIS-RD-SP-29096, <i>Tags, Signs and Barriers</i> , for information.
	12.	FIND engineered or administrative actions that ensure greater hazard control instead of relying on continued/prolonged use of PPE.
	13.	IMPLEMENT these actions where feasible.
HMIS Employees	14.	<p>MAINTAIN reusable safety equipment in clean and sanitary conditions, stored in such a manner as to provide protection from damage and accumulation of dust and dirt.</p> <p><i>NOTE: Equipment used in a radiological environment should be evaluated prior to reuse per HMIS-MAN-RC--5173, HMIS Radiological Manual.</i></p>
	15.	<p>REPORT defective/damaged PPE to supervision for repair or replacement so to prevent the use of defective or damaged equipment.</p> <p><i>NOTE: Modifications to PPE must be approved in writing by the manufacturer.</i></p>

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4.2 Training

Actionee	Step #	Action
M/CS/S	1.	<p>PROVIDE training for each employee who uses PPE which covers the following:</p> <ul style="list-style-type: none"> • When PPE is necessary. • What PPE is required to be worn. • How to properly don, doff, adjust, and wear the PPE. • Limitations of the PPE. • Proper selection, care, use, inspection/maintenance, lifespan, and disposal criteria. • Specialized Personal Protective Equipment. <p><i>NOTE: HGET Training addresses each of these elements for employees. Additional or specific training may be assigned based on employee training plan.</i></p>
	2.	<p>MAINTAIN written or electronic documentation to verify that the training was both provided and understood.</p>
	3.	<p>ENSURE documented training includes the following information:</p> <ul style="list-style-type: none"> • Trainer and Trainees • Date(s) of training
	4.	<p>PROVIDE retraining when any of the following conditions are present:</p> <ul style="list-style-type: none"> • Change in the work function or task. • Changes in the PPE selection. • Employee demonstrates a lack of understanding/skill.

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4.3 Eye and Face Protection

Actionee	Step #	Action
M/CS/S	1.	<p>PROVIDE protective eye and/or face protection.</p> <p>NOTE 1: <i>An Eye and Face Protection Selection Chart, which provides general guidance, is located in Appendix B of 29 CFR 1910, Subpart I.</i></p> <p>NOTE 2: <i>Where prescription lenses are needed to enhance/correct vision and exposure to eye hazards exist, employees may use ANSI-approved protective eyewear that incorporates the prescription in its design or use eye protection that can be effectively worn over the non-ANSI approved prescription lenses. Contact lenses may be worn for vision correction, with the appropriate industrial safety eyewear.</i></p>
All Employees and Visitors	2.	<p>WEAR safety glasses with approved side shields or equivalent unless the work area or work activity is excluded or exempted by Project/Facility management.</p>
All Employees	3.	<p>ENSURE that protective eyewear conforms to the criteria specified by ANSI Z87.1 AND is marked to indicate the impact resistance level.</p> <p>NOTE 1: <i>The BASIC IMPACT level marking is “Z87” or “Z87-2”; the HIGH IMPACT level marking includes a “+” mark/sign.</i></p> <p>NOTE 2: <i>HMIS program criteria for prescription safety glasses/eyewear are located in Appendix C.</i></p> <p>NOTE 3: <i>Tinted glasses may not be worn inside of buildings, offices, facilities or enclosures - except under written medical prescription and in cases where the blockage of visible light does not create a greater hazard by impeding vision.</i></p> <p>NOTE 4: <i>Transition lenses may be authorized by management and the Safety Professional but only for employees who do not operate equipment between indoor and outdoor locations, or who are not otherwise involved in activities requiring critical acuity (fast reaction to visual stimuli).</i></p>

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Actionee	Step #	Action
	4.	<p>USE face shields in addition to safety glasses (or goggles) any time the employee may be in danger from any of the following:</p> <ul style="list-style-type: none"> • Unexpected splashing, spraying or propelled in his or her direction such as from chipping, grinding, machining, or riveting. <p>NOTE: <i>Screens, goggles, or face shields shall protect other employees in the area (e.g., where grinding dust is falling/flying).</i></p>
	5.	<p>WEAR goggles in the following areas:</p> <ul style="list-style-type: none"> • Dusty operations are conducted. • High wind conditions, sustained at 25 miles per hour or greater, result in greater potential for flying particles. • Potential exists for chemical splash, spray, or mist to get in an employee's eyes. • Overhead work has the potential to cause foreign bodies to enter the eye (e.g., when operating powered equipment used to cut or shape metal objects.) Other goggles use shall be determined during hazard analysis.
	6.	<p><u>IF</u> exposed to a contact hazard with live electrical parts, <u>THEN</u> WEAR only non-metal frame eye protection devices.</p>

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4.4 Head Protection

Actionee	Step #	Action
CS/C	1.	<p>ENSURE that all personnel are provided protective headgear (hard hats) conforming to the specification of ANSI/International Safety Equipment Association (ISEA) Z89.1, American National Standard for Industrial Head Protection, when:</p> <ul style="list-style-type: none"> • Working in areas where there is a potential danger of head injury due to the hazards of falling or flying objects • Overhead protrusions/sharp objects, or electrical shock or burns. <p><i>NOTE: In addition to protective headgear, wear CWG that is compatible with the protective headgear when cold stress injury/illness is possible due to environmental conditions during work activities.</i></p>
	2.	<p>DOCUMENT deviations in a current hazard analysis in accordance with HMIS-PRO-SP-079, <i>Job Hazard Analysis</i>.</p>
All Employees	3.	<p>WEAR protective headgear when working in areas where there is:</p> <ul style="list-style-type: none"> • A potential danger of head injury from falling or flying objects. • Overhead protrusions/sharp objects. • Electrical shock or burns. • In posted “hard hat” areas.
CS/C	4.	<p>DOCUMENT head injury hazards in the hazard analysis for the work performed and if hardhats are required.</p> <p><i>NOTE 1: Engineering controls shall be considered in addition to requiring hard hats.</i></p> <p><i>NOTE 2: Protective headgear shall not be altered in any way and must be worn as designed.</i></p> <p><i>NOTE 3: Protective accessories such as cool pads, winter liners, hair nets, hoods, head wraps (e.g., “do-rag”), and skull caps may be worn over the head as long as the accessory is non-conductive, does not reduce the depth of the air gap existing between the hard hat suspension and shell, and the hard hat can be maintained</i></p>

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Actionee	Step #	Action
		<i>snugly on top of the head in proper alignment. Baseball caps with buttons on top must not be worn under hard hats.</i>
	5.	INSPECT head protection prior to use.
	6.	INSPECT shells for signs of: <ul style="list-style-type: none"> • Dents • Cracks • Penetration • Any damage due impact, rough treatment or wear
	7.	INSPECT inner suspension liners for: <ul style="list-style-type: none"> • Cracks and tears. • Frayed or cut straps. • Loss of pliability or other signs of wear.
	8.	VERIFY the hard hat is within the manufacturers recommended service life.
	9.	<u>IF</u> the cap has been struck by a forcible blow of any magnitude, <u>THEN REPLACE</u> the hard hat shell and suspension even if no damage is visible.

4.5 Foot Protection

Actionee	Step #	Action
M/CS/S	1.	WEAR foot protection when working in areas where there are: <ul style="list-style-type: none"> • Potential danger of foot injury due to the hazards of falling or rolling objects • Sharp objects piercing the sole or • Foot exposure to an electrical hazard <p>NOTE 1: <i>It is recommended that safety toe shoes or boots be worn during the routine handling of hard-edged/solid objects, near or above waist level, which weigh more than 15 pounds and have the potential for falling onto the feet.</i></p> <p>NOTE 2: <i>Where required to be worn, the cost of ASTM F2413-11 footwear will be borne by the employer (within established cost</i></p>

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Actionee	Step #	Action
		<p><i>limits). HMIS program criteria for safety shoes/boots are located in Appendix B.</i></p> <p><i>NOTE 3: In addition to foot protection, wear CWG during work activities in environmental conditions at or below the threshold making cold stress injury/illness possible.</i></p>
Employee	<p>2.</p> <p>3.</p> <ul style="list-style-type: none"> • Ankle support • Non-slip soles • Traction pattern for exposure to snow and ice conditions 	<p>ENSURE personnel working in areas listed above are wearing safety related footwear with leather or equally protective construction.</p> <p><u>IF</u> walking on uneven walking/working surfaces, <u>THEN ENSURE</u> that footwear has the following:</p> <p><i>NOTE 1: Substantial footwear composed of firm material and sturdy construction, that fully encloses the foot and has a semi-rigid non-slip sole with defined heel or gripping sole pattern, shall be worn in those work areas where the need is determined.</i></p> <p><i>NOTE 2: Substantial footwear excludes high heels, open toes/heels, moccasins, sandals, flip-flops, and made of a composition of lesser protective quality than leather. Document any exception in work planning documents such as the hazard analysis.</i></p> <p><i>NOTE 3: Substantial footwear requirements exist in such Operating and Heavy Industrial Work Areas as industrial and maintenance areas, operating floors, unpaved areas around facilities (including parking lots), and administrative/office-type environments co-located within shop/maintenance/ operating areas.</i></p> <p><i>NOTE 4: The cost for purchase of substantial footwear will be borne by the employee.</i></p>

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Actionee	Step #	Action
	4.	<p><u>WHEN</u> access to facility is provided by paved walkways, and parking lots, <u>THEN</u> WEAR approved footwear for facilities, buildings, or locations that are used exclusively for administrative HMIS activities (e.g., office environment) that is appropriate for the job and work tasks.</p> <p><i>NOTE: Backless and open-toe shoes with a hard sole, as well as platform heels are also permitted. Foam and similar soft-soled shoes such as flip-flops, thongs, or similar beach-type footwear are prohibited.</i></p>
	5.	<p><u>WHEN</u> a potential for slippery conditions from ice or snow, <u>THEN</u> WEAR traction devices such as ice cleats or chains to prevent slipping.</p>

4.6 Hand Protection

Actionee	Step #	Action
M/CS/S	1.	<p>PROVIDE hand protection where there is a potential for hand injury due to:</p> <ul style="list-style-type: none"> • Skin Absorption of harmful substances • Cuts, lacerations, abrasions, and punctures • Chemical burns • Harmful temperature extremes <p><i>NOTE: Base selection of the type of hand protection on published product performance characteristics, degree of dexterity required to perform the work/task, and the appropriate application for protection against the hazard(s) identified.</i></p>
	2.	<p>ENSURE cut and/or puncture resistant gloves are available and used by employees whenever abrasion, laceration, or puncture hazards are associated with the task.</p>

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Actionee	Step #	Action
	3.	<p>ENSURE chemical protective gloves are available and used by employees when the product presents hazards to the upper extremities.</p> <p><i>NOTE: Supplier product information can be used to provide chemical breakthrough, degradation, and permeation characteristics. Testing data shall be based on ASTM F739.</i></p>
	4.	<p>ENSURE consideration for temperature extremes in hot and cold environments as well appropriate sizing when selecting hand protection.</p> <p><i>NOTE: Wearing rings and watches is strongly discouraged. Jewelry can catch and cause injuries when climbing, handling materials, or working with machinery.</i></p>

4.7 Miscellaneous/Other PPE

Actionee	Step #	Action
M/CS/S	1.	<p>USE work documents or instructions to prescribe special protective clothing requirements (helmets, hand shields etc.).</p> <p><i>NOTE: Chemical protective clothing is selected for the specific hazard. The selection is documented on the Hazard Analysis (i.e.: CUA, CSHA, etc.) for the activity.</i></p>
	2.	<p><u>WHEN</u> employees are assigned work that places them near moving traffic, <u>THEN ATTEMPT</u> to use engineering controls such as guards, barriers, or the re-routing of traffic to protect employees.</p>
	3.	<p>In addition to engineering controls, <u>WEAR</u> high-visibility clothing (i.e. vest/shirt/jacket).</p>
	4.	<p><u>IF</u> activities are conducted at night <u>THEN ENSURE</u> the vests are made of reflective material.</p>

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Actionee	Step #	Action
	5.	<p><u>WHEN</u> prescribing PPE for welding, cutting and grinding activities, <u>THEN</u> CONSIDER the following:</p> <ul style="list-style-type: none"> • Flame retardant clothing (leather preferred) • Shaded lens • Welding hood or goggles • Hearing protection
	6.	PROVIDE all helpers or attendants proper eye protection.
Operators/Attendants	7.	<p><u>WHEN</u> performing resistance welding or resistance brazing, <u>THEN</u> USE transparent face shields or goggles to protect their faces or eyes, as required.</p>

NOTE: Personal Protective Equipment as it applies to Hanford Patrol and Hanford Fire will be determined and authorized by management and their safety professional.

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5.0 RECORD IDENTIFICATION

No records are created in the performance of this procedure.

6.0 SOURCES**6.1 Source Requirements**

10 CFR 851, Section 21(a) (6) & Section 22(b), *Worker Safety and Health Program*
10 CFR 851, Section 23(a) (9), *Safety and Health Standards*
American Council of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values & Biological Exposure Indices (2016)
29 CFR 1910, Subpart I, *Personal Protective Equipment*
29 CFR 1926.28, *Personal Protective Equipment*

6.2 References

ANSI Z41.1-1999, *Personal Protection - Protective Footwear* (superseded by ASTM F2413-05)
ANSI Z87.1-03, *Practice for Occupational and Educational Eye and Face Protection*
ANSI Z89.1-09, *Safety Requirements for Industrial Head Protection*
ASTM F739, *Test Method for Resistance of Protective Clothing Materials to Permeation by Liquids or Gases under Conditions of Continuous Contact*
ASTM F2413-05, *Standard Specification for Performance Requirements for Foot Protection*
DOE-0359, *Hanford Site Electrical Safety Program*
DOE-0352, *Hanford Site Respiratory Protection Program*
DOE-0346, *Hanford Site Fall Protection Program*
HMIS-MAN-RC-5173 *Radiation Control Manual*
HMIS-PRO-RM-10588, *Records Management Processes*
HMIS-PRO-RM-32281, *Electronic Records Management*
HMIS-RD-SP-43284, *Fall Protection*
HMIS-RD-SP-11812, *Occupational Noise Exposure and Hearing Conservation*
HMIS-RD-SP-29096, *Tags, Signs, and Barriers*
EU-PRO-OP-60781, *Electrical Utilities Safety Program*
PPE Request Power Application

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Appendix A. PPE Requirements

PPE as specified in section 4.0 step 1 of this procedure is required to be used in all areas under the control of HMIS unless specifically excluded or exempted. Determination of exclusion areas/activities is a function of management, with worker and Safety & Health participation/engagement in the decision-making process. General exceptions consist of the following, unless such need is established as the result of a hazard analysis:

- Contamination Areas, High Contamination Areas, and Airborne Radioactivity Areas.
- Parking lots
- Access routes
- Administrative work areas (including lunchrooms)
- Vehicles

The HMIS contract requires that HMIS justify the allowability of costs for purchases of PPE. In order to satisfy this requirement, HMIS managers are required to use the PPE Request Power Application for all purchases of any PPE for their employees. This application documents the method by which the manager has identified a workplace hazard that cannot be otherwise fully mitigated and therefore requires PPE use and also provides the justification for the PPE purchase in accordance with the General Comptroller three-pronged decision criteria identified in section 2.0. The link to the new PPE application can be found here, [PPE Request Form – Power Apps](#).

In most cases, some form of hazard analysis exists that documents the various hazards that may exist for a job and prescribes the protective measure, including PPE, which are required. The hazard analysis will be a General Hazard Analysis (GHA), Craft Specific Hazard Analysis (CHSA), Chemical Use Attachment (CUA), and/or Job Hazard Analysis (JHA) Checklist. However, just repeating the statements from a hazardous analysis on a PPE request form alone does not provide adequate justification for cost allowability. The PPE request must justify the need for the specific employee by answering the three contractually required questions on the PPE form (i.e., why the item is special, the benefit to the government, and the specific hazardous duty the employee is engaged in). If no such hazard analysis exists for the specific job classification or job, and the manager believes that PPE is necessary, the manager must produce such an analysis or provide another form of justification, and the use must be approved by HMIS Safety

Work with your material coordinator with any questions pertaining to the PPE Request Power Application and the eBOM system.

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Appendix B. Criteria for Purchasing Safety Footwear (Safety Shoes/Boots)

Safety Footwear (Safety Shoes/Boots) Program

It is a (HMIS) safety requirement that safety footwear be provided to and worn by employees whose work activities expose them to the risk of foot injury during the course of their duties. Employees who are routinely assigned to jobs/tasks in environments in which a hazard analysis has identified the presence of hazards requiring the use of foot protection. Safety footwear can be obtained using the electronic Bill of Material (eBOM). The organization requesting the safety footwear needs to check the global eligibility report found in eBOM under reports. A justification must be provided using the PPE Request Power Application prior to submitting an eBOM request. Once eligibility has been determined, an eBOM is completed by the requesting organization and forwarded to the authorized material coordinator p-card holder for processing. The material coordinator will forward the appropriate paperwork to the requestor/end user. The end user will take the paperwork to the vendor. The manager approving the eBOM is responsible to determine that the end user requires the safety footwear being requested for performance of task assignment, and that the request complies with HMIS policy. The approving manager also verifies that the end user is eligible to receive the safety footwear.

The ASTM F2413-11 standard covers minimum requirements for the design, performance, testing and classification of protective footwear. Footwear certified as meeting ASTM F2413-11 must first meet the requirements of, "Impact Resistant Footwear", and "Compression Resistant Footwear". Then the requirements of additional sections such as metatarsal protection, conductive protection, electric shock protection, static dissipative protection, and protection against punctures can be met.

Protective footwear can meet all the requirements of the ASTM standard or only specific elements of it, as long as it first meets the requirements for impact and compression resistance. All footwear manufactured to the ASTM specification must be marked with the specific portion of the standard with which it complies. One shoe of each pair must be clearly and legibly marked (stitched in, stamped on, pressure sensitive label, etc.) on either the surface of the tongue, gusset, shaft, or quarter lining.

Eligible employees: Employees under HMIS employment are eligible for a new pair of ASTM certified safety shoes/boots initially, and every twelve (12) months thereafter. The maximum monetary allowance for ASTM certified safety shoes/boots is \$200 within the 12-month period. To ensure the longevity of the boots, applicable boots may be re-soled or rebuilt by the manufacturer as needed.

Electrical Utility Linemen for HMIS: Eligible for special pole climbing boots initially, and every thirty-six (36) months thereafter. The maximum monetary allowance for electrical utility pole climbing boots is \$450 within a thirty-six (36) month period.

This 12 and 36-month protective footwear **replacement frequency may be applied only where the shoe or boot shows sufficient signs of wear-and-tear to necessitate replacement.**

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Authorized HMIS support personnel and eligible Firefighters: Wildland Firefighting Boots are supplied as firefighting PPE at a cost up to \$500. Prescription/custom built wildland boots that cost over \$500, will require a doctor's note, Fire Department Safety and Management approval prior to ordering. Replacement schedule for wildland firefighting boots is 5 years or earlier if damaged due to firefighting activities.

EXCEPTION 1

Replacement or repair costs that are performed by original manufacturer and associated with ASTM certified safety shoes/boots, not to exceed \$200, will be covered by HMIS (with manager approval) at any time for footwear that has been damaged during the course of job performance.

EXCEPTION 2

When legitimate and special medical needs are identified (e.g. orthotics or orthopedic safety shoes), consideration for purchase at a higher cost can be authorized only by signatory approval from the immediate manager and Safety and Health Manager, accompanied by a verified written prescription from a licensed medical physician. The prescription slip furnished by the physician must specify the type and description of therapeutic boot/shoe, insert, or modification required to treat the medical/physical condition.

Charges exceeding the allotted amounts will be at the employee's expense.

Safety footwear that is lost or damaged due to employee negligence will be repaired/replaced at the employee's expense.

Neither safety-toe athletic type shoes (e.g., canvas) nor general non-safety toe work shoes (e.g., substantial footwear) will be furnished by HMIS as a means for providing foot protection.

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Appendix C. Criteria for Purchasing Prescription Safety Eyewear (Safety Glasses)Prescription Safety Eyewear (Safety Glasses) Program

It is a HMIS safety requirement that appropriate eye protection be provided to and worn by employees whose work activities expose them to eye hazards, or where eye protection use is otherwise designated. The minimum acceptable form of eye protection is safety glasses that meet the requirements specified in the American National Standards Institute (ANSI) standard Z87.1, *Practice for Occupational and Educational Eye and Face Protection*.

Ordinary prescription eyewear does not provide adequate protection from injury to the eyes from impact hazards and does not meet ANSI Z87.1 eye protection specifications. It is HMIS policy to provide protective prescription eyewear with permanently attached side shields to qualified active HMIS employees who need corrective lenses in those instances where other protective measures, such as use of impact resistant face shields or overlaying impact resistant safety eyewear, are deemed inappropriate.

Prescription safety glasses can be obtained using the electronic Bill of Material (eBOM). The organization requesting the prescription safety glasses needs to check the global eligibility report found in eBOM under reports. A justification must be provided using the PPE Request Power Application prior to submitting an eBOM request. Once eligibility has been determined, an eBom is completed by the requesting organization and forwarded to the authorized material coordinator p-card holder for processing. The material coordinator will forward the appropriate paperwork to the requestor/end user. The end user will take the paperwork to one of the designated optical service center network providers. (For additional procurement information, refer to the E-Store Webpage). The manager approving the eBOM is responsible to determine that the request is in compliance with HMIS policy. The approving Manager must also verify that the end user is eligible to receive the prescription eyewear.

Employees are eligible for only one pair of prescription safety glasses every twenty-four (24) months (on an as-needed basis), while under HMIS employment.

NOTE 1: *The terminology “on an as-needed basis” implies that the eyewear shows sufficient signs of normal wear-and-tear, or the result of an optical examination evidences a vision change necessitating a revised prescription.*

EXCEPTION 1

Additional replacement or repair costs during a 24-month period will be covered by HMIS (with manager approval) for prescription safety glasses that have been damaged because of a task-related incident occurring during the course of job performance.

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EXCEPTION 2

Additional replacement costs during a 24-month period will be covered by HMIS (with manager approval) when the result of an optical examination reveals a change in vision necessitating a change in corrective lens. The approving manager must put comments to attest on the PPE request that the employee prescription has significantly changed to warrant the need for out of cycle replacement.

EXCEPTION 3

In addition to indoor or clear lens safety glasses, tinted lens safety glasses may be procured during the 24-month period and will be covered by HMIS (with manager approval) when it has been determined the employee performs work outdoors on a frequent basis.

The cost for minor repairs and maintenance (e.g., replacement of screws and nosepieces, adjustments, etc.) is the responsibility of the employee. Safety glasses that are lost or damaged due to theft, employee misuse, or negligence will be repaired/replaced at the employee's expense.

Transition lenses may be authorized, but only for employees who do not operate equipment between indoor and outdoor locations, or who are not otherwise involved in activities requiring critical acuity (fast reaction to visual stimuli).

NOTE 2: *The rate at which it takes a tint change to occur in transition lenses is not instantaneous (e.g., it may take a minute for the fading process to occur) and may present a hazard to workers moving from outdoor light to areas of lower illumination (e.g., indoors).*

NOTE 3: *No. 2 gray lenses are "sunglasses" and are not intended for indoor usage.*

A UV coating may be requested when ordering prescription safety eyewear with glass lenses.

To ensure worker protection, an employee may be issued non-prescription ("plano") eyewear for use over top of their regular streetwear prescription glasses until prescription safety glasses are ordered and received.

Full-face respirators present a unique situation for employees who need prescription glasses. The use of special glasses and mounts inside the face piece of the respirator may be necessary to provide/maintain an adequate seal. When an employee's prescription eyewear will not fit into a full-face respirator with the appropriate mounts, the ordering of custom prescription optical inserts that are compatible with the respirator will be ordered from General Stores or via an eBOM. When an employee must wear optical inserts as part of the face piece, the face piece and lenses shall be fitted by qualified individuals to provide good vision, comfort, and a gas-tight seal. HMIS will cover the cost of corrective lenses for respirators, upon approval.

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Appendix D. Criteria for Purchasing Cold Weather Gear (CWG)

The DOE Worker Safety and Health Program [10 CFR 851.23(a)(9)] requires contractors to implement ACGIH TLV (2016) guidance. This guidance requires employers to provide adequate clothing to protect workers against working in cold environments (<40°F). HMIS managers are required to evaluate the need for CWG for employees working in a 40°F below temperature and provide justification to document the basis of CWG purchases to support allowability using the PPE Request Form – Power App. Employees/Managers will use the Power App to request all CWG purchase.

- Outdoor activities that do not qualify for CWG purchases include walking from a vehicle to an office location and brief work activities lasting less than 10 minutes, unless these activities require the employee to be outside in wind chill temperatures below -15°F. Given the increased risk of frostbite at the specified TLV temperature and timeframe above, CWG may be purchased to help minimize the risk of cold stress or injuries to employees.

When submitting a request for CWG, line management or “delegate” must specify the CWG items being requested. Employee eligibility for specific CWG items must be verified before approval. However, if the employee has already received similar clothing as a PPE item that CWG request would be denied unless it can be adequately justified (i.e., new or different risk for CWG is warranted).

Line management (or delegate) must provide a detailed description of the work activities and the environment necessitating CWG in the request applicable to the specific employee. This should include sufficient CWG to ensure frostbite and hypothermia protection of the employee based on the strenuousness of their work activities.

NOTE 1: It is HMIS expectation that company provided CWG are not to be worn offsite for personal activities.

Line management will review and provide approval on all CWG requests in the **PPE Request Form – Power Apps** that meet the requirements of this procedure. In addition, the controller or designate serve as second approval on CWG requests similar to PPE purchases are fair and reasonable to ensure costs allowability.

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The following limitations apply to the purchasing of CWG items:

- Employees are eligible to receive only one of each type of CWG item.
- CWG is expected to remain functional for the listed wear life of the item—see CWG Catalogue.
- The replacement frequency for CWG may be applied only when the CWG shows significant wear-and-tear to necessitate replacement.
- The employee must not have already been bought other similar clothing item that can be used to protect them against the cold environment. (For example, if a snowplow operator is already provided with high visibility winter jacket, then no additional heavy jacket for performing this task should be necessary).

EXCEPTION 1

Early replacement of CWG will be covered by HMIS (with manager approval) for items that have been damaged, contaminated, or show excessive signs of wear that affects the functionality of the item because of a task-related incident(s) occurring during the course of job performance or items that contains manufacturer's defects and failures. The approving manager must include a comment within the Power App and eBOM comments explaining the circumstance and attesting to the need for the early replacement.