

CITY OF GREEN BAY DEPARTMENT OF PUBLIC WORKS STANDARD OPERATING GUIDELINES	
Title: Dress Code And Personal Protective Equipment	Guideline Number: DPW SOG 8
Effective Date: April 4, 2014	Revision Date:

This guideline applies to all employees of the Department of Public Works (DPW) Operations Division during business hours and when representing the City of Green Bay during work-related activities. This document provides instruction on appropriate work attire and addresses personal protective equipment (PPE). This document is a guideline and does not address every working condition. It will be used in conjunction with job safety analyses (JSA's), PPE hazard assessments and the City of Green Bay's Safety Manual.

PERSONAL APPAREL REQUIREMENTS:

- 8.1 General Appearance: Employees represent DPW at all times when on duty, and when participating in work-related functions. As such, they must be neat in appearance and well-groomed at all times when on duty and/or representing the City at any function.
 - Clothing should not be excessively torn, worn, or frayed.
 - Clothing items must not display any image or text that is inappropriate or distracts from the professional image of the City.
 - Clothing may vary depending on the season of the year, degree of contact with the public, assigned job task, safety issues, etc.

- 8.2 Shorts: Shorts are not allowed to be worn by employees in DPW Operations Division.

- 8.3 Pants: Long pants enhance safety and protection of legs, regardless of whether shorts would be permitted. Long pants shall meet the following requirements:
 - Dark or neutral in color (e.g. – black, blue, green, brown, khaki, olive, etc.) and solid in color. Camouflage print is acceptable. Other prints and designs are not allowed.
 - Constructed of a durable fabric such as denim, twill, cotton, and cotton/synthetic blend (e.g. – blue jeans, Carhartt, Dickies, cargo pants, etc.)
 - Maintain a neat, tidy and clean appearance
 - Shall not have noticeable holes or ragged/ripped hems. Holes must be patched or sewn shut.
 - Nylon or polyester pants are NOT acceptable

- 8.4 Clothing Attire: Jackets, vests, shirts and other related clothing shall meet the following requirements:
 - Employees assigned to wear uniform clothing must strictly adhere to the uniform code. Modifications to uniforms shall not be allowed.

- Tank tops, weight-lifter shirts, large arm opening sleeveless shirts, and shirts with ripped-off sleeves are not allowed
- Manufactured sleeveless shirts with modest arm holes are allowed as long as the sleeve openings are hemmed, and the entire shoulder is covered. A shirt that fits this definition would be a T-shirt that came from the factory without the sleeves sewn on.
- Regardless of ambient temperature, long-sleeves should be worn during work activities involving increased risk of cuts, scrapes, strain, pinching, or exposure to infectious or caustic material to arms.
- Maintain a neat, tidy and clean appearance.
- A shirt must be worn at all times, even under safety vests and jackets

8.5 Jewelry: Body piercing jewelry other than earrings shall be removed while at work. Any jewelry that may cause risk of choking, crushing or snagging (including earrings) shall also be removed during tasks involving those risks.

8.6 Seasonal Work Attire: Employees are responsible for knowing the weather forecast and dressing appropriately for work each day.

8.7 Unacceptable Attire: Unacceptable work attire includes but is not necessarily limited to the following items:

- Tight-fitting, revealing (e.g. midriff, cleavage, pectoral area, etc.) and sheer clothing.
- Clothing inappropriately modified after it has been purchased.
- Employees should wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Sports team, university, and fashion brand names on clothing are generally acceptable.
- Any clothing with advertising or logos for contractors or vendors with whom the City does business.
- Sweatpants, exercise pants, warm-up suits and spandex-like material pants.
- Work clothing cannot be worn through, excessively faded, ripped, frayed, or have holes that portray an untidy appearance.
- Using the “reasonable person” standard, any work attire which may not be considered appropriate for the workplace.
- Employees found wearing unacceptable clothing at work will be required to change into appropriate attire. If appropriate clothing is not available at work, then the employee will be sent home to change using personal time.

PERSONAL PROTECTIVE EQUIPMENT:

8.8 Personal Protective Equipment (PPE). Personal Protective Equipment (PPE) as defined by OSHA and the City Safety Manual, used to reduce or eliminate exposure to harmful and/or hazardous work conditions.

DPW will provide PPE's as required for specific assigned tasks. City-supplied PPE's include safety vests, safety glasses, gloves, face shields, hard hats, hearing protection, welding helmets, knee pads, shin guards, overalls, work boots, ice/snow traction devices, and respiratory protection. Specific PPE requirements are defined in the JSA's or as determined by a PPE hazard assessment.

- 8.9 Safety Glasses with Side Shields: DPW will pay for one (1) pair of prescription safety glasses with side shields per year for employees without 20/20 vision. This does not include the cost of a vision examination. The City will pay for glasses in standard-design frames. Differential cost for specialty or designer frames is the responsibility of the employee. The City will replace or repair required prescription safety glasses with side shields which are lost, broken, or damaged on the job.

Non-prescription safety glasses will be made available to all employees through their Supervisor or stock room. Employees are responsible for proper care and accountability of non-prescription safety glasses. To be issued a replacement for broken non-prescription safety glasses, an employee must return their used glasses to their supervisor, unless they have been lost or stolen.

Safety glasses with side shields shall be worn at all times under the following conditions:

- In any equipment repair shop, even when nobody is working in the shop
- Working under any device or piece of equipment
- Brush collection
- Brush clearing or cutting
- Trash collection
- Crack/joint sealing
- Determined by a JSA or PPE hazard assessment
- Any assigned work activity where debris or material can fall or be flung into the eye

- 8.10 Work Boots: Employees will be required to wear approved leather work boots meeting ANSI Z41-1991. All employee work boots shall include the following features:

- Substantially constructed of leather. Cordura fabric incorporated into the design cannot be used in hot work applications (e.g. – welding or torching) nor can it be used in applications where chemicals are used (e.g. – degreasing operations)
- Boot uppers for ALL employees shall cover and provide support for the ankle. Shoe-style footwear is not allowed.
- Tongue closure shall be accomplished by lace or slip-on design. Buckle, zipper, Velcro or any other type of tongue closure is not allowed.
- Lug soles constructed of durable rubber or equivalent material. Soles with worn out and/or smooth bottoms are not allowed.
- Per ANSI Z41-1991 shoe standards, safety toes boots must have a minimum compression factor of 50 (1,750 pounds)

Safety toe work boots are required for all employees of DPW Operations Division.

- 8.11 **Safety Vests:** Safety vests shall be worn by all DPW employees when they are in official street rights-of-way outside of a vehicle, even when physical labor is not occurring. Safety vests shall meet the following rules:
- Meet current ANSI Class 2 standard
 - Be strong yellow-green in color. Fluorescent orange is allowed only for piping.
 - Maintain proper retro-reflectivity of required reflective stripes both day and night
 - ANSI Class 2 approved shirts and jackets may be substituted for ANSI-approved safety vests
 - Worn, torn and excessively soiled safety vests, jackets and shirts shall be removed from service
- 8.12 **Gloves:** Gloves shall be worn at all times by any employee handling material where risk of cuts, scrapes, bruises, strain, pinching, or exposure to infectious or caustic material exists. Refer to JSA or PPE hazard assessment for type of gloves to be worn.
- 8.13 **Other PPE's:** Refer to management, City Safety Manual, or DPW's JSA's for details on application and proper use of PPE's not discussed in this document
- 8.14 **Employees:** Department of Public Works, Operations Division employees are responsible for complying with the above expectations and guidelines. Contact your supervisor or Human Resources if you have questions regarding acceptable work attire.
- 8.15 **Exceptions:** Exceptions to this guideline may be approved on a case-by-case basis. Requests of this nature must be submitted in writing for review by DPW management and Human Resources.
- 8.16 **Distribution:** All Green Bay DPW Operations Division employees are provided with a copy of this Standard Operating Guideline.

Approval:

Department Head: /s/ Steve Grenier	Date: April 4, 2014
Human Resources Director: /s/ Lynn M. Boland	Date: April 4, 2014

This guideline is a supplement to the Department of Public Works and/or City of Green Bay policies and procedures. The City reserves the right to change, revise and/or delete this guideline with advance notice to the affected employees. This guideline is not subject to the grievance procedure.