

Renton Fire and Emergency Services Department
Standard Operating Procedure

Subject: Personal Protective Equipment	Number: 2107
Effective Date: March 1, 2008	Revised:

1.0 Statement of Policy

- 1.1. Any member expected to perform activities in a hazard zone shall be provided with appropriate protective equipment to protect the member from the hazards that could reasonably be expected to exist in the hazard zone.
- 1.2. Except in extreme circumstances, members should only utilize personal protective equipment that they have been fitted for, and have been trained in the equipment's proper function, donning, doffing, care, use, inspection, maintenance and limitations.
- 1.3. Personal protective equipment will be inspected biannually in January and July.
- 1.4. The Renton Fire and Emergency Services Department will create and maintain an inventory of personal protective equipment and other items to facilitate quick replacement. The exception is bunkers.
- 1.5. Personal protective equipment is to be used and maintained as the manufacturer intended. It is to be always available and in good condition.
- 1.6. The Renton Fire and Emergency Services Department shall provide protective footwear to all members who are expected to operate outside of office environments or in areas where foot injury could be a realistic possibility, except where specially addressed in applicable labor contract(s).
- 1.7. The Renton Fire and Emergency Services Department will provide hand protection for members engaged in emergency response activities including firefighting or rescue.
 - 1.7.1. Structural firefighting gloves are intended to provide limited thermal physical protection to the hands and wrists.
 - 1.7.2. Gloves should not be kept in direct contact with flame or molten metal. Structural gloves are not intended to provide protection for

proximity fire entry applications nor from radiological or chemical hazards.

- 1.7.3. Firefighters' gloves used during structural firefighting operations including rescue of victims from fires and medical operations where sharp or rough surfaces are likely to be encountered such as victim extrications, will meet the requirements of NFPA 1971, 2007 edition.
- 1.7.4. The Logistics Division will establish written policy and procedure for the care, use, cleaning, replacement and/or retirement criteria, as specified by the manufacturer.
- 1.8. The Renton Fire and Emergency Services Department will provide helmets that meet the requirements of NFPA 1971, 2007 edition to members who engage in, or are exposed to, the hazards of structural fire fighting.
 - 1.8.1. Helmets will be provided with appropriate face protection.
 - 1.8.2. Helmet accessories will not interfere with the function of the helmet or its component parts and will not degrade the helmet's performance.
 - 1.8.3. Helmets will be maintained in accordance with the manufacturer's recommendations.
 - 1.8.4. No modifications will be made without prior written approval from the Logistics Division.
 - 1.8.5. Members will follow the manufacturer's recommendations regarding cleaning, painting, marking, storage and frequency and details of inspections.
- 1.9. Eye protection (goggles) will be used when operating in a hazardous area at an emergency scene when the protection of a full-face SCBA mask is not practical.
- 1.10. Persons whose vision requires the use of corrective lenses shall:
 - 1.10.1. Wear spectacles with protective lenses that provide optical correction.
 - 1.10.2. Use goggles that can be worn over corrective spectacles without disturbing the adjustment of the spectacles.
 - 1.10.3. Use goggles that incorporate corrective lenses mounted behind the protective lens.

- 1.10.4. Each member who uses corrective lenses for improved vision will be provided with prescription ground lenses and a spectacle kit for use in his or her respirator mask.
- 1.10.5. The spectacle kit device and lenses are considered safety equipment and will be provided by the Department at no cost to the member.
- 1.10.6. The member's negotiated vision benefits will not be used to purchase this safety device.
- 1.10.7. Lenses will be updated no more than annually to maintain proper visual acuity for each member.
- 1.10.8. The only approved spectacle kit is the one approved by both NIOSH and the manufacturer of the respirator currently in use.
- 1.11. Hearing protection shall be provided at no cost to members to reduce the adverse effects when members are exposed to excessive noise.
 - 1.11.1. All members will participate in the hearing conservation training program.
 - 1.11.2. Annual training is required in the use and care of all hearing protectors provided to members.

2.0 Objectives

- 2.1. To establish a standard for the type, use, repair and replacement of personal protective equipment.
- 2.2. To increase personal accountability of Department issued Personal Protective Equipment (PPE).
- 2.3. To reduce Department expense for lost equipment and equipment damaged or destroyed due to user negligence.

3.0 Responsibility

4.0 Procedures

- 4.1. The procedure when conducting biannual/annual PPE inspections is as follows:
 - 4.1.1. Company officers
 - 4.1.1.1. Conduct inspection and complete Form 65.
 - 4.1.1.2. Prioritize bunker replacement needs of the crew.

- 4.1.1.3. Forward inspection forms to shift Battalion Chief/Safety Officer.
- 4.1.1.4. Coordinate repair or replacement of any item of PPE through the Logistics Division.
- 4.1.2. Battalion Chief/Safety Officer
 - 4.1.2.1. Prioritize bunker replacement needs of the shift.
 - 4.1.2.2. Forward inspection forms to Logistics Division.
- 4.1.3. Logistics Division
 - 4.1.3.1. Is responsible for maintaining a reasonable inventory of replacement PPE and repair parts for immediate issue.
 - 4.1.3.2. All PPE being retired from service due to fair wear and tear will be exchanged for a like item at the discretion of the Logistics Division.
 - 4.1.3.3. Items displaying signs of wear and tear will be evaluated by the Logistics Division for feasibility of repair.
 - 4.1.3.4. Review and prioritize need for new bunkers within the Department.
 - 4.1.3.5. Procure protective equipment through established supply channels.
 - 4.1.3.6. Issue purchase orders for PPE within the constraints of the annual budget.
 - 4.1.3.7. Facilitate repair of PPE.
 - 4.1.3.8. Maintain files of semi-annual PPE inspections.
- 4.1.4. Firefighter
 - 4.1.4.1. Shall mark all items of PPE, issued by the Department, with the recipient's name.
 - 4.1.4.2. Identification shall be made in such a manner that the recipient's name is clearly legible yet the aesthetics of the item and its safety characteristics are not compromised.

- 4.2. If repairs or replacement equipment is needed between inspections, a memo shall be sent to the Logistics Division.
- 4.3. When PPE is in need of repair the following applies:
 - 4.3.1. Contact the Logistics Division regarding the nature of the needed repairs.
 - 4.3.2. Any turnouts in need of repair must be thoroughly cleaned at Station 11 before leaving the Department.
 - 4.3.3. Ensure your name remains legible inside the flap closure of coat and trousers after laundering.
 - 4.3.4. Minor repairs or modifications may be accomplished through Ruthie's I-Sew.
 - 4.3.5. Major repair or alterations will be accomplished through Southern Labs of Washington in Kent.
 - 4.3.6. Equipment is available for temporary use through the PPE supply room at Logistics.
- 4.4. When turnout clothing needs cleaning through normal use or becomes contaminated, the following applies:
 - 4.4.1. Ensure your name is legible on inside flaps of coat and trousers.
 - 4.4.2. Place turnouts in garbage bag and place manila tag on bag with your name and "CLEANING".
 - 4.4.3. Send to Logistics for cleaning.
 - 4.4.4. Place your spare set of turnouts in service or obtain a spare set through PPE supply.
- 4.5. Biohazard contaminated equipment shall follow the same procedure EXCEPT TO PLACE IT IN A RED BIOHAZARD BAG.
- 4.6. Members are responsible for the proper selection and use of protective footwear.
 - 4.6.1. Company officers are responsible for inspecting and determining the need to replace protective footwear during the semiannual PPE inspections.
 - 4.6.2. The manufacturer's recommendations will be consulted regarding inspection, care, use, maintenance, cleaning, limitations and/or retirement criteria.

- 4.6.3. Protective footwear should be inspected for loss of elasticity, delaminating of seam seals, material damage, steel toe and/or shank damage, sole tread wear, waterproof ability, rips tears, holes and foreign objects.
- 4.6.4. Protective footwear must not be kept in direct contact with flame or molten metal. Protective footwear is not designed to provide protection for proximity or fire entry applications nor from radiological, biological or chemical hazards.
- 4.7. It is the responsibility of every member to use and wear the appropriate gloves that are provided.
 - 4.7.1. The Logistics Division is responsible for the purchase of gloves and for ensuring that manufacturers provide complete inspection criteria for the gloves provided.
 - 4.7.2. The company officer is responsible for ensuring the inspection, repair, retirement and replacement of gloves following the manufacturer's recommendations.
 - 4.7.3. Members are responsible for selecting the appropriate level of hand protection consistent with the risk or hazards encountered.
- 4.8. Goggles will be provided to each member of the Department.
 - 4.8.1. Helmet face shields are to remain on the helmet and be used in conjunction with the goggles; this applies to helmets with helmet shields.
 - 4.8.2. Helmet face shields shall meet the requirements of NFPA Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting, 2007 Edition.
 - 4.8.3. Goggles shall be cleaned and inspected after each use.
 - 4.8.4. Care, use and maintenance shall follow the manufacturer's guidelines.
 - 4.8.5. Damaged lenses are to be replaced as soon as possible. New lenses may be procured from the Logistics Division.
 - 4.8.6. All goggles shall meet ANSI Z87.1, current edition.
 - 4.8.7. Goggles will be inspected biannually during PPE inspections.
 - 4.8.8. Goggles shall be inspected, cleaned and disinfected prior to being reissued to other members.

- 4.8.9. Members with Spec-Kits must insure their prescription is current on annual basis.
- 4.8.10. You will receive the Spec-Kit and the white and yellow copies of the form with the signature of the technician and the date they sent the kit to you.
- 4.8.11. Obtain a written estimate for the cost of making and installing the lenses from an optical vendor.
- 4.8.12. The lens must meet the following requirements:
 - 4.8.12.1. Lens material: CR-39 (basic plastic resin lens material).
 - 4.8.12.2. No lens treatment (such as scratch resistance, anti-reflection, etc.) Special treatments are not needed because the lenses will be protected inside the SCBA face piece.
 - 4.8.12.3. Bifocal lenses: Not recommended because of limited need to read and consequent reduction in overall field of sight. However, if you choose to wear bifocal lenses they must meet the following requirements: “D-28” or “Flat top 28” style lens with small bifocal field.
 - 4.8.12.4. Lined lens, no progressive lens.
- 4.8.13. Obtain approval from the Respiratory Air Program Technicians for the cost of the lenses by doing the following:
 - 4.8.13.1. Complete the third section of the RFD Respirator Spec-Kit Authorization form including the name, telephone number address and estimated cost from the vendor.
 - 4.8.13.2. Attach the **original written estimate** to the form.
 - 4.8.13.3. Send them to the Respiratory Air Program Technicians.
- 4.8.14. Upon receiving approval, have the lenses made and installed into the Spec-Kit.
- 4.8.15. Submit the expense for reimbursement by doing the following:
 - 4.8.15.1. Complete the City's “Claim for Expenses” form and attach the original receipt.
 - 4.8.15.2. Attach the white copy of the RFD Respiratory Spec-Kit Authorization form.

- 4.8.15.3. Send both forms and the **original receipt** to Headquarters for reimbursement.
- 4.8.15.4. You should be reimbursed within 30 to 45 days.
- 4.9. Logistics will maintain the white copies in the member's personnel equipment file.
- 4.10. Sufficient hearing protectors will be placed on each apparatus for each assigned person.
 - 4.10.1. Response Operations members will be issued their own set of earplugs.
 - 4.10.2. Members will wear hearing protection during non-emergency situations where loud noise is present (greater than 85 decibels).
- 4.11. Wearing PPE
 - 4.11.1. Firefighting personnel, while responding to emergency incidents, will wear appropriate protective clothing (optional for drivers and command personnel) based upon the nature of the incident.
 - 4.11.2. While on EMS incidents, all members will wear whatever protective clothing is required to afford complete personal protection.
 - 4.11.3. When operating forcible entry equipment and tools, full protective clothing will be worn.
 - 4.11.4. Full protective clothing, gloves, nomex hoods, eye, ear and face protection will be worn at all times when operating in a situation where injury could occur, whether an actual or a potential hazard exists.
 - 4.11.5. Rings and similar jewelry may cause injury in many situations and should not be worn while on duty.
 - 4.11.6. Safety vests will be worn when operating near moving traffic over or in lieu of bunker coats or uniform coats with reflective tape. The only exception will be if a member is wearing SCBA and thus unable to don a safety vest.

5.0 Reference

- 5.1. 296-305-02001 Personal protective equipment and protective clothing
- 5.2. 296-305-02015 Head protection

- 5.3. 296-305-02003 Eye and face protection
- 5.4. 296-305-02007 Hand protection
- 5.5. 296-305-02013 Foot protection for structural fire fighting
- 5.6. 296-305-07003 Personal protective clothing and equipment for wildland fire fighting
- 5.7. 296-305-02005 Hearing protection
- 5.8. WAC 296-24-0780
- 5.9. 296-305-08000 Appendix A, Recommended cleaning procedures for protective turnout clothing and station uniforms
- 5.10. NFPA 1500 2007 Edition Fire Department Occupational Safety and Health Program
- 5.11. NFPA 1581 2005 Edition Fire Department Infection Control Program
- 5.12. NFPA 1951 2007 Edition Protective Ensemble for Technical Rescue Incidents
- 5.13. NFPA 1971 2007 Edition Protective Ensembles for Structural Fire Fighting
- 5.14. NFPA 1991 2005 Edition Vapor-Protective Ensembles for Hazardous Materials Emergencies
- 5.15. NFPA 1992 2005 Edition Liquid Splash-Protective Ensembles and Clothing for Hazardous Materials Emergencies
- 5.16. NFPA 1999 2003 Edition Protective Clothing for Emergency Medical Operations

6.0 Appendix – N/A