



**PERSONAL PROTECTIVE  
EQUIPMENT  
(PPE)  
PROGRAM**

**OSHA 1910.132  
DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES  
332.15**

<b>Employer Name:</b>	<b>Menasha Utilities</b>	
<b>Program Name:</b>	<b>Personal Protective Equipment (PPE)</b>	
<b>Prepared by:</b>	<b>MEUW, Regional Safety Coordinator</b>	<b>Date: 07/08/2006</b>
<b>Revised by:</b>	<b>MEUW, Regional Safety Coordinator</b>	<b>Date: 11/14/2017</b>
<b>Plan Administrator:</b>	<b>Electric Manager Water Utility Manager Engineering Manager</b>	

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## **Preface**

This program contains written procedures intended to comply with Wisconsin Department of Safety and Professional Services 332.15 and OSHA regulation 1910.132, Personal Protective Equipment (PPE) program.

## **Purpose**

Menasha Utilities is committed to providing a safe and healthy work environment for employees. The purpose of this Personal Protective Equipment (PPE) Program is to minimize or eliminate hazards where affected employees may face a risk of potential injury. This program establishes, implements, and maintains effective procedures to provide safety equipment to employees to prevent workplace injuries while performing job duties.

Hereafter, Menasha Utilities will be referred to as MU.

## **Program Administration**

The Program Administrator or his/her designee is responsible for the implementation of the PPE program, making the program available to all employees, employee safety training, and ensuring that proper equipment is provided where required by regulation. The Program Administrator and Regional Safety Coordinator will review the program annually for any job duties or risk exposures change and revise as necessary.

## **Definitions**

**American National Safety Institute (ANSI)** - the primary organization for fostering the development of technology standards in the United States

**Bloodborne Pathogen (BBP)** - a pathogenic (disease producing) microorganisms that are present in human blood and can cause disease in humans, these pathogens include, but are not limited to: Hepatitis B virus (HBV) and human immunodeficiency virus (HIV)

**Department of Safety and Professional services (SPS)** – regulatory authority for municipal employers in the state of Wisconsin

**Material Safety Data Sheet (MSDS)** - a written or printed material for each hazardous chemical in the workplace. Under the GHS system MSDS is referred to Safety Data Sheets (SDS)

**Personal Protective Equipment (PPE)** - protective clothing, helmets, goggles, or other gear designed to protect the wear's body or clothing from injury by electrical hazards, heat chemicals, and infection, for job-related occupational safety and health purposes

**NOTE:** General work clothes (i.e., uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard is NOT considered to be personal protective equipment. Personal protective equipment may include, but is not limited to, gloves, gowns, laboratory coats, face shields, masks, eye protection

## **Employee Responsibilities**

- Shall be familiar with and follow all safety rules, guidelines, and procedures complying with all applicable State and Federal regulations, and adhere to proper engineering controls in place,
- Shall immediately report to a Supervisor any hazards that they observe,
- Shall request from a Supervisor training or additional training if they do not comprehend the work practices, hazards, or any other related issues to be used during their job duties,
- Inspect, use, and maintain PPE in accordance with established practices, job specific training, and applicable regulations,
- Contact immediate supervisor or his/her designee in the event PPE questions, problems, or availability arise,
- Clean and properly store PPE,
- Use only functioning equipment,
- Dispose of damaged, defective, soiled, or single use PPE in the proper manner, and
- Use single use PPE only once.

## **Program Administrator Responsibilities**

- Provide and maintain proper engineering, administrative controls and PPE to comply with State and Federal regulations,
- Provide Correct fitting PPE at no cost to the employee,
- Provide a written PPE program along with procedural training for affected employees,
- Ensure that this program is available to all employees for review,
- Comply with all program procedures and regulations and hold employees accountable for safe work practices when using PPE,
- Ensure that all employees comprehend the hazards associated with the failure to utilize PPE,
- Provide all required job and safety training as required by State and Federal regulations,
- Conduct an annual review of this Program and revise as needed,
- Select and supply the proper PPE based on the hazards of the specific job,
- Inspect PPE on a regular basis, ensuring proper care, function, and maintenance according to manufacturer's recommendations,
- Verify affected employees properly use, clean, inspect, and store PPE,
- Provide a clean, convenient, and sanitary work location for storage of PPE, and
- Continually evaluate work area conditions and the degree of employee exposure to workplace hazards for the job.

## **Methods of Compliance**

### **Hazard Assessment**

PPE shall be selected according to the Hazard Assessment (*see PPE Hazard Assessment form*) of work place hazards. Hazards that may require the use of PPE include, but may not be limited to:

- Environmental conditions, such as temperature extremes, noise, harmful dust, vapors, mists, and gases,
- Employee exposure to irritating, sensitizing, toxic, and corrosive substances,
- Employee exposure to physical hazards, such as falling, flying, rolling or moving objects, puncturing or penetrating objects, and exposed energized electrical conductors,
- Employee exposure to disease causing agents, including Bloodborne pathogens.

### **PPE Selection Criteria**

The following factors will be evaluated and considered when selecting suitable PPE:

- Nature and severity of the hazard,
- Portion of the body exposed to the hazard and needing protection,
- Nature of the work to be performed,
- Duration of time that PPE must be worn,
- Comfort, proper fitting and worker acceptance.

References used to select suitable PPE shall include but may not be limited to:

- OSHA safety and health regulations
- SPS 332
- MEUW/APPA Safety Manual (for Electric Linemen)
- Material safety data sheets (MSDS)
- PPE recommendations by tool and equipment manufacturers
- Selection charts and guidelines provided by PPE manufacturers

## **ANSI Approved PPE**

PPE selected and used by employees will meet or exceed the following ANSI standards:

- Eye and Face Protectors Z87.1-1989
- Hard-hats Z89.1-1997, Z89.1 – 2009
- Protective Footwear Z41-1991

## **Proper Fit**

To ensure proper fit, comfort, and employee acceptance, each employee will be provided with suitable PPE when required.

## **Non-Routine Jobs**

PPE required for non-routine jobs will be determined by the Hazard Assessment. Refer to PPE Hazard Assessment form. Employees will be informed of hazards that require the use of PPE during pre-job briefings.

## **Respirators**

Respirators will be selected, inspected, used, sanitized, and stored in accordance with the Respiratory Protective Program.

## **Hearing Protectors**

Hearing protectors will be selected, inspected, used, sanitized, and stored in accordance with the Hearing Conservation Program.

## **General Maintenance and Care**

PPE shall be inspected, sanitized, and stored in accordance with applicable OSHA/SPS regulations and manufacturer's instructions.

## **Inspection of PPE**

Employees shall inspect PPE before each use. Damaged, defective, or soiled PPE shall not be used.

## **Disposal of PPE**

Damaged, defective, soiled, or single use PPE shall be disposed of appropriately.

## **Cleaning and Sanitation of PPE**

PPE shall be cleaned and sanitized as necessary to ensure comfort, effectiveness, and safe use.

## **Storage of PPE**

PPE shall be stored in accordance with safety regulations and manufacturers recommendations, and stored in such a manner so as to prevent physical, chemical, and environmental damage.

## **Other PPE Considerations**

MU has additional company policies regarding the following PPE: Safety Toed Shoes, Prescription Eye Wear, Arc Flash Protection, Rubber Glove Sleeves, FR Clothing and High-Visibility Clothing. All affected employees will receive notice and review of these policies upon orientation and again during department specific PPE training.

### **Safety Toed Shoes**

- The Safety Toed Foot Wear Policy is to assure that employees and employer establish and maintain reasonable safety and health standards as identified under Chapter Comm 32.
- The policy is implemented for all identified “at risk employees” determined through a PPE hazard assessment of their job duties while performing work for Menasha Utilities (MU).
- Any safety toed foot wear worn by MU employees shall meet ANSI Z741-1999 standards.
- Safety toed foot wear shall be worn anytime that there is a risk of injury based on the hazard risk assessment of each department.
- The MU employee will immediately notify their supervisor if there is damage to their safety toed foot wear during work hours, which could increase their risk of injury.
  - It will be the responsibility of the supervisor to assess the damage and give clear and prompt direction to the employee as to what will be needed to assure the employee’s safety.
- Safety toed shoe covers will be made available for use in area specific locations.
  - Outside contractors, visitors, vendors, and utility employees must wear safety toed shoes or covers in specific areas identified by each departments PPE Hazard Assessment.
  - MU Linemen are **NOT** allowed to wear safety toed shoe covers to perform any type of Line Operations.

### **Safety Glasses Policy**

- The Safety Glasses Policy is to assure that eye and face protection shall be worn when there is a potential for injury to the eyes or face from small particles, chemicals, flying objects, etc. by all Menasha Utilities (MU) employees.
- All MU employees that are issued safety glasses will be required to wear them at all times when exposed hazards with potential injury to the eyes or face.
- All safety glasses, both prescription and non-prescription, shall meet the ANSI Z87.1-2010 standards.
  - All safety glasses and face protection used must display the proper manufacturer markings to ensure standards are met.



## Arc Flash Protection

- NFPA 70E, Edition 2000, the Standard for Electrical Safety Requirements for Employee Workplace is the basic guideline used for Arc Flash Protection at Menasha Utilities.
- *Arc Flash Protection applies when working on live parts that have NOT been put into an “Electrically Safety Work Condition”. Electrically Safe Work Condition is a state in which the conductor or circuit part to be worked on or near has been disconnected from energized parts, locked/tagged in accordance with established standards, tested to ensure the absence of voltage and grounded if determined necessary.*
- Safety-related work practices shall be used to safeguard employees from injury while they are working on or near exposed electric conductors or circuit parts that are or can become energized.
- The basic principles of Menasha Utilities’ Arc Flash Protection Program are:
  - The worker is a critical component of MU’s electrical safety program.
  - Employer work practices, or rules are necessary.
  - Hazard assessments where there is a potential of an arc flash incident is a must.
  - Must use protective clothing greater than the hazard.
  - Hazards above 8 calories require the use of hood and clothing that covers the entire body. Below this level (Category 1 & 2), typical FR clothing and arc rated faceshield is sufficient.

## High Visibility Clothing

- As part of the Personal Protective Equipment (PPE) Program PPE hazard assessments were conducted in all MU departments. Hazards requiring High Visibility (HIVIZ) clothing were identified. Based on these assessments HIVIZ clothing is required to be worn when you leave Utility property to work in the field or you are working in the right-of-way on Utility property. The HIVIZ must meet at least a Type R Class 2 (R2) rating and must be on the exterior layer.
- Employees working with energized equipment are required to wear a flame resistant (FR) long sleeve shirt at all times. New HIVIZ – FR long sleeved shirts have been issued for this purpose. This shirt will be tucked in and buttoned up to the second button. Only FR shirts or cotton t-shirts can be worn as undergarments when working with energized equipment. No alterations can be made to company issued apparel. FR shirts cannot be laundered with fabric softener. The existing blue FR long sleeve shirts are considered retired from field work and are not considered meeting the PPE electric requirement.
- HIVIZ does not need to be worn when leaving the property for training or a meeting unless a hazard identified in the PPE Assessment is present.

## **Rubber Glove & Sleeve Policy**

**Minimum requirements are those specified in MU's current MEUW Safety Manual.**

- Overhead Line work
  - Basic rubber glove policy shall follow the MEUW Safety Manual.
  - 20 kV-insulating (class 2) gloves and rubber insulating sleeves shall be worn when within the 5-foot primary zone of any overhead conductor (above 1000 volts) that is NOT grounded.
  - 5 kv-insulating (class 0) gloves shall be worn when working on any overhead conductor energized at 1000 volts or less.
  - 20 kV gloves shall be worn when hot sticking any primary conductor.
  - Rubber insulating sleeves are NOT required when hot sticking primary when outside of the 5 foot primary zone.
- Underground
  - General - 20 kV rubber insulating gloves shall be worn from close door to close door, (C-door to C-door).
  - Rubber insulating gloves shall be worn when working on secondary voltages of any padmount enclosure.
  - Rubber insulating sleeves are NOT required when Hot-sticking primary when outside of the 5 foot primary zone (exposed live or ungrounded elbows or bushings).
- Testing
  - Each qualified employee shall be issued a pair of rubber insulating gloves and rubber insulating sleeves.
  - No rubber insulating gloves or rubber insulating sleeves shall be issued for use unless it has been electrically tested by an approved laboratory within the previous 12 months.
  - Each employee shall visually inspect and field test his rubber insulating gloves and sleeves daily before use.
  - Every two months, all rubber insulating gloves issued for use shall be sent to an approved laboratory for testing.
  - Every six months, all rubber insulating sleeves issued for use shall be sent to an approved laboratory for testing.

## **Training and Communication**

The Program Administrator shall ensure that all affected employees, identified in the PPE Hazard Assessment, are properly trained before performing specific job duties. New or transferred employees shall receive required training prior to using PPE. Additional training is required when new safety hazards or procedural deficiencies are identified, or when requested by an employee.

The Safety Coordinator is responsible for conducting training and maintaining all training records to meet regulatory compliance. Training will be completed through classroom, hands-on, and written testing to demonstrate a basic understanding of all procedures. Training documentation includes the Training Roster with a summary of the topics covered and any additional supporting documentation.

The training program will contain at least the following for each affected employee:

- The location of the PPE program that is available to employees,
- Applicable OSHA and SPS regulations,
- Affected employee responsibilities,
- Identify work place hazards that require the use of PPE according to the Hazard Assessment,
- Instruction regarding the effectiveness and limitations of PPE,
- The inspection, use, maintenance and storage of PPE in accordance with established practices, training, and applicable safety regulations.

## **Training Records**

Appropriate training documentation is completed for each session upon completion. Training documentation will be kept for at least **(3) three years**.

The training documentation shall include:

- The dates of the training session,
- The lesson plan of the training session,
- The name of the instructor,
- The names, job titles, and signatures of all employees attending the training session,
- The completed tests, if applicable, of all employees attending the training session.

In addition, all PPE documentation records, such as job briefing checklists and hazard assessments shall be retained for at least (3) three years.

## **Program Evaluation and Review**

The Program Administrator or their designee, in conjunction with the Safety Coordinator, shall review the Personal Protective Equipment Program annually to determine its effectiveness and provide input for potential revisions.

# MENASHA UTILITIES

## Personal Protective Equipment Hazard Assessment

<b>Department:</b>	<i>Electric Department &amp; Water Distribution Department</i>
<b>Department Manager:</b>	<i>Electric &amp; Water Distribution Supervisor</i>
<b>Safety Coordinator:</b>	<i>MEUW Regional Safety Coordinator</i>
<b>Created Date:</b> 09/28/2011	<b>Revised Date:</b> 11/14/2017

### HEAD HAZARDS

The employer shall ensure that each affected employee wears a protective helmet when working in areas where there is a potential for injury to the head from falling objects and that a protective helmet designed to reduce electrical shock hazard is worn by each such affected employee when near exposed electrical conductors which could contact the head.

Type of Hazard	Applicable	Description of Hazard / Required PPE
<b>Chemical</b>	NO	N/A
		<i>PPE:</i>
<b>Electric</b>	YES	<i>When working on energized electrical equipment or in substations that have actual or potential to produce an Arc Flash (see incident heat energy levels)</i>
		<i>PPE: Hard Hat Type I Class E &amp; G</i> <ul style="list-style-type: none"> <li>• <i>Arc Rated Hood or Balaclava with Face Shield (single-phase arc when the incident levels are 13 cal/cm<sup>2</sup> or higher)</i></li> <li>• <i>Arc Rated Hood or Balaclava with Face Shield (three-phase arc when the incident levels are 9-12 cal/cm<sup>2</sup> or higher)</i></li> <li>• <i>Arc Rated Hood or Higher-Rated (higher than 12 cal/cm<sup>2</sup>) Balaclava/Goggle Combination (incident energy levels over 12 cal/cm<sup>2</sup>)</i></li> </ul>
<b>Impact/Puncture</b>	YES	<i>When there is actual or potential for contact from falling objects such as working in or around: excavation sites, heavy machinery, overhead work including tree trimming and tree removal</i>
		<i>PPE: PPE: Hard Hat Type I Class E &amp; G</i>
<b>Thermal</b>	NO	N/A
		<i>PPE:</i>

## FACE/EYE HAZARDS

The employer shall ensure that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

Type of Hazard	Applicable	Description of Hazard / Required PPE
<b>BBP/Biological</b>	YES	<i>When cleaning up an area contaminated by blood, bodily fluids or OPIM</i>
		<i>PPE: Safety glasses with side shields / safety goggles</i>
<b>Chemical</b>	YES	<i>When working with or around hazardous chemicals / substances</i>
		<i>PPE: Safety glasses with side shields / safety goggles (to be determined by product MSDS)</i>
<b>Electric</b>	YES	<i>When working on energized electrical equipment or in substations that have actual or potential to produce an Arc Flash (see incident heat energy levels)</i>
		<ul style="list-style-type: none"> <li>• <i>PPE: Arc Rated Face Shield with a minimum arc rating of 8 cal/cm<sup>2</sup> (single phase arc when incident heat energy levels are between 9-12 cal/cm<sup>2</sup>)</i></li> <li>• <i>PPE: Arc Rated Face Shield with a minimum arc rating of 8 cal/cm<sup>2</sup> (three phase arc when the incident heat energy levels are between 5-8 cal/cm<sup>2</sup>)</i></li> <li>• <i>PPE: Face Shield with Balaclava or Arc Rated Hood (single-phase arc when the incident levels are 13 cal/cm<sup>2</sup> or higher)</i></li> <li>• <i>PPE: Face Shield with Balaclava or Arc Rated Hood (three-phase arc when the incident levels are 9-12 cal/cm<sup>2</sup> or higher)</i></li> <li>• <i>PPE: Higher-Rated (higher than 12 cal/cm<sup>2</sup>) Balaclava / Goggle Combination or Arc Rated Hood (incident energy levels over 12 cal/cm<sup>2</sup>)</i></li> </ul>
<b>Impact/Puncture</b>	YES	
		<i>PPE: When using power tools, operating compressors, anytime there is a actual or potential for flying debris and/or airborne particulate including tree trimming and tree removal.</i>
<b>Light/Radiation</b>	NO	N/A
		<i>PPE:</i>
<b>Thermal</b>	NO	N/A
		<i>PPE:</i>

## HAND HAZARDS

Employers shall select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

Type of Hazard	Applicable	Description of Hazard / Required PPE
<b>BBP/Biological</b>	YES	<i>When cleaning up an area contaminated by blood, bodily fluids or OPIM</i>
		<i>PPE: Latex, Non-Latex or Neoprene gloves</i>
<b>Chemical</b>	YES	<i>When working with or around hazardous chemicals/substances</i>
		<i>PPE: Latex, Non-Latex or Neoprene gloves (to be determined by product MSDS)</i>
<b>Compression/ Crush</b>	YES	<i>Material handling including but not limited to general shop work, general field working</i>
		<i>PPE: Leather palm work gloves</i>
<b>Electric</b>	YES	<i>When working on energized electrical equipment or when working with Hot Sticks</i>
		<i>PPE: Class 0, II and III Rubber Gloves (to be determined by voltage)</i>
<b>Impact/Puncture</b>	YES	<i>Material handling including but not limited to general shop work, general field working</i>
		<i>PPE: Leather palm work gloves</i>
<b>Light/Radiation</b>	NO	N/A
		<i>PPE:</i>
<b>Thermal</b>	YES	<i>Any maintenance being performed on "hot" equipment / machinery including MU company vehicles. Cutting or using a torch</i>
		<i>PPE: Leather palm work gloves</i>
<b>Vibration</b>	YES	<i>When operating air compressor and chainsaw</i>
		<i>PPE: Leather Palm Work Gloves</i>
<b>Wet Conditions</b>	YES	<i>"Field or shop work" and / or inclement weather conditions</i>
		<i>PPE: Leather palm work gloves</i>

## FOOT HAZARDS

The employer shall ensure that each affected employee uses 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. MU employees must review MU Safety Toed Shoe policy for additional information.

Type of Hazard	Applicable	Description of Hazard / Required PPE
<b>BBP/Biological</b>	YES	<i>When cleaning up an area contaminated by blood, bodily fluids, or OPIM</i>
		<i>PPE: Protective shoe covers (to be determined upon amount of potential or actual exposure)</i>
<b>Chemical</b>	NO	N/A
<b>Compression/ Crush</b>	YES	<i>"Field and Shop work" when there is actual or potential for Impact/Puncture of the feet such as material handling, working in or around heavy machinery/equipment, tree trimming or removal</i>
		<i>PPE: Composite Toed Safety Boots</i>
<b>Electric</b>	YES	<i>When working on energized electrical equipment or in substations that have potential to produce an Arc Flash</i>
		<i>PPE: Composite Toed Safety Boots</i>
<b>Impact/Puncture</b>	YES	<i>"Field and Shop work" when there is actual or potential for Impact/Puncture of the feet such as material handling, working in or around heavy machinery/equipment, tree trimming or removal</i>
		<i>PPE: Composite Toed Safety Boots</i>
<b>Light/Radiation</b>	NO	N/A
<b>Thermal</b>	NO	N/A
<b>Vibration</b>	NO	N/A
<b>Wet Conditions</b>	YES	<i>"Field work and shop work" in inclement weather conditions or where there is an actual or potential for slip/trip/falls that could occur from wet conditions</i>
		<i>PPE: Composite Toed Safety Boots</i>



## BODY HAZARDS

The employer shall ensure that each affected employee uses protective body/extremity protection when working in areas where there is a danger of exposure to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; live electrical contact; thermal burns; and harmful temperature extremes.

Type of Hazard	Applicable	Description of Hazard / Required PPE
<b>BBP/Biological</b>	NO	N/A
		<i>PPE:</i>
<b>Chemical</b>	YES	<i>When working with or around hazardous chemicals / substances</i>
		<i>PPE: Rubber, plastic or neoprene apron (to be determined by product MSDS)</i>
<b>Compression/ Crush</b>	YES	Any time an employee is working on a leading edge, in a bucket truck or operating on a fixed ladder over 20 feet
		<i>PPE: Fall Protection Harness /Lanyard/ Safety Line</i>
<b>Electric</b>	YES	<i>When working with or around electrical equipment that has the potential to produce an Arch Flash</i>
		<i>PPE: Arc Flash (FR) Clothing to be determined upon Category (refer to Arc Flash Policy for further information and requirements)</i>
<b>Impact/Puncture</b>	YES	<i>Tree trimming / tree removal</i>
		<i>PPE: Chainsaw Chaps</i>
<b>Light/Radiation</b>	NO	N/A
		<i>PPE:</i>
<b>Thermal</b>	NO	N/A
		<i>PPE:</i>
<b>Vibration</b>	NO	N/A
		<i>PPE:</i>
<b>Wet Conditions</b>	YES	<i>When working in inclement weather conditions</i>
		<i>PPE: Rain Suit</i>

**ADDITIONAL HAZARDS**

Type of Hazard	Applicable	Description of Hazard / Required PPE
<b>Sounds</b>	YES	<i>When working with power tools, when operating or working in close proximity of running machinery / equipment</i>
		<b>PPE:</b> <i>Hearing protection (ear plugs / muffs)</i>
<b>Respiratory</b>	NO	N/A
		<b>PPE:</b>
<b>Traffic/Work Zone</b>	YES	<i>When working on or near highways, roads, streets or their easements</i>
		<b>PPE:</b> <i>ANSI 107-2015, Type R Class 2 (R2), High Visibility Vest/Shirt with Reflective Stripes</i>

**NOTE:**

*In the event that an MU Employee has any questions regarding the use, disposal, maintenance or care of any and all PPE they are to contact their Department Supervisor **Immediately.***