

<b>TITLE</b> OPERATIONSMANUAL	<b>STANDARD</b> <b>INSTRUCTION 10</b>		<b>DEPARTMENT</b> FIRE
<b>SUBJECT:</b> INJURY AND ILLNESS PREVENTION PROGRAM PPE INSPECTION	<b>SECTION</b> 10	<b>PAGE</b> 1 of 3	<b>EFFECTIVE DATE</b> 11/20/2012

**I. PURPOSE**

Personal protective equipment (PPE) is a primary safety measure to help protect an employee from injury. In that, this equipment plays a vital role in personal safety. This PPE equipment must be maintained in optimal condition.

To help ensure that this safety equipment is in adequate condition and to provide the needed protection against injury or illness, periodic inspections shall be completed.

**II. SCOPE**

This policy shall apply to all SDFD Personnel.

**III. AUTHORITY**

The Fire Chief authorizes the information within this policy.

**IV. POLICY**

A. Protective Clothing Inspection Program

1. Battalion Chiefs shall formally inspect all personal protective equipment in March of each year. A secondary informal inspection shall be done in October of each year. The inspection form/record shall be kept for a period of one year.
2. Protective Clothing and equipment will not be modified, changed, or altered under any circumstances. The exception to this is the identification shield on the front of the structural helmet.
3. All protective clothing should be routinely inspected to insure continued serviceability. This inspection should take place after each cleaning and following any application where the clothing may have been damaged or contaminated.

B. PPE Inspection Guidelines

1. The following represent the minimum criteria for inspection and should be considered basic rather than all inclusive.
  - a. Char and Heat Damage - This may result in loss of tensile strength and material degradation. Aggressively flex the material to check for strength/integrity.
  - b. Fabric or Material Damage - PPE that has become torn, ripped, cut, abraded or otherwise damaged by wear should be repaired.
  - c. Thread or Seam Damage - All seams in each separate layer of the garment shall be inspected for damage and re-stitched if necessary.

<b>TITLE</b> OPERATIONSMANUAL	<b>STANDARD</b> INSTRUCTION 10		<b>DEPARTMENT</b> FIRE
<b>SUBJECT:</b> INJURY AND ILLNESS PREVENTION PROGRAM PPE INSPECTION	<b>SECTION</b> 10	<b>PAGE</b> 2 of 3	<b>EFFECTIVE DATE</b> 11/20/2012

- d. Discoloration – Check all discolored areas for tensile strength by flexing the material. Any loss of strength or weakening to the point that the material can be torn is a sign of deterioration, and the garment should be repaired or replaced.
- e. Knit Distortion – Any loss of strength, shape or elasticity should be evaluated for repair/replacement.
- f. Reflective Trim – Reflective trim that is loose may be re-stitched, while reflective trim that is burned or otherwise damaged must be replaced. Please note that reflective trim can appear to be undamaged to the human eye but lose its reflective capabilities. Any reflective trim that has lost its reflective capability shall be repaired or replaced.
- g. Hardware – All hardware including snaps, zippers and Velcro should be functional or repaired/replaced.

C. Procedures for repair or replacement of PPE

1. Email shall be sent to the SDFD Equipment Manager with a carbon copy (CC) to the immediate and second level supervisor. If the requestor fails to CC their immediate and second level supervisors, the email will be returned to requestor as DENIED.
2. The email request shall include the following:
  - a. PPE type requested
  - b. Reason for request
  - c. Damage if any and any information on how it occurred
  - d. Size(s) of garment(s) requested
  - e. For turnout pant or coat replacement, the garments serial number, found on the garment's interior label, shall be included.
3. Once the email request has been received, the Equipment Manager will:
  - a. Review the request and individual's PPE history from FASET program
  - b. Respond to the requestor within (1) workday (M-F)
  - c. Request any additional information that is needed
  - d. Provide instructions on pick-up and delivery of items
    - 1) Replacement PPE will be issued only upon return of used set.
    - 2) Damaged and/or used turnouts shall be **washed and properly tagged** and left for the messenger to pick up and deliver to Storeroom 42.
      - a) Turnouts which are not **washed and properly tagged** will be returned to the sender with no action performed
  - e. Shipping tag must clearly identify the damaged item(s)

<b>TITLE</b> OPERATIONSMANUAL	<b>STANDARD</b> INSTRUCTION 10		<b>DEPARTMENT</b> FIRE
<b>SUBJECT:</b> INJURY AND ILLNESS PREVENTION PROGRAM PPE INSPECTION	<b>SECTION</b> 10	<b>PAGE</b> 3 of 3	<b>EFFECTIVE DATE</b> 11/20/2012

- f. Employees that elect to drop off their PPE at Storeroom 42 shall bring a copy of the email sent to the Equipment Manager and shall sign the PPE repair log.
4. Perform an inspection of each garment to determine if it can be repaired and returned or replaced.
5. Contact the employee by e-mail when either the:
  - a. Garment is determined to be beyond repair and a replacement will be issued
  - b. Garment has been repaired and is ready for pick-up.
6. Once an employee has been notified that their PPE is available for pickup, the employee will have fourteen (14) days upon receipt of the e-mail notification to pick up items or they may be returned to stock and subject to reissue.