



# The Office of The Board of Granite County Commissioners

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**Scott Adler, Chairperson**  
750 Frontage Road West  
Drummond, MT 59823

**Blanche McLure, Commissioner**  
P.O. Box 73  
Philipsburg, MT 59858

**Paul Kulaski, Commissioner**  
661 Upper Rock Creek Rd  
Philipsburg MT 59858

Date: March 11, 2025

To All Granite County Road Crew Employees and Union Representatives:

We want to take a moment to thank all of you for your hard work and dedication in keeping our roads safe and well-maintained. Your efforts have a direct impact on the daily lives of our community, and we sincerely appreciate everything you do.

We'd like to remind everyone about the importance of safety when walking across highways or from the county shops. Working near or on busy roads comes with risks, and we must all do our part to stay safe. Please take extra precautions when crossing highways, especially when traffic is heavy or visibility is low. High-visibility clothing must be worn at all times when working on or near highways, and also while in work vehicles and equipment (as stated in County policy – see attached). Hard hats are also required as outlined in the policy. These safety measures are in place to help drivers see you and reduce the chance of accidents.

Safety is our top priority, and we ask everyone to remain alert and aware of their surroundings at all times. Failure to follow safety policies will result in written warnings in personnel files. Continued violations may lead to suspension or termination. We count on each of you to protect yourselves, your coworkers, and the public.

If you have any questions or need clarification, please contact our Administrative Assistant, Maranda Williams, at 406-859-7023 or email [mwilliams@co.granite.mt.us](mailto:mwilliams@co.granite.mt.us).

Thank you all for your continued commitment to safety and excellence

Sincerely,

Board of Granite County Commissioners

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Chairperson, Scott Adler

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Commissioner, Blanche McLure

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Commissioner, Paul Kulaski

*Granite County Courthouse  
Philipsburg, Montana*

# **Personal Protective Equipment (PPE) Policy**

## **I. POLICY, OBJECTIVES, BACKGROUND**

Protecting our employees by providing a safe work environment is one of our County's core values. It is the policy of Granite County to require the use of personal protective equipment (PPE) by all employees in areas where their use would help prevent employee injuries.

## **II. AUTHORITY**

The Montana Safety Culture Act, enacted by the 1993 Montana State Legislature, assigns the employer (Granite County) the responsibility of assessing the work place for hazards and unsafe work practices or conditions and identifying corrective actions needed. That responsibility is further defined through the following regulations:

- Section 5(a)(1) of the Williams-Steiger Occupational Safety and Health Act (OSHA) of 1970 states each employer shall furnish to each of its employees' employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to it employees;
- OSHA construction industry regulation 29 CFR 1926.132(d)(1) adds that, "The employer shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE)."

## **III. PROCEDURES**

- 1) Mandatory hard hat areas are defined as those times when a Granite County employee is:
  - Present at any work activity where the authority having jurisdiction or control of the premises requires that hard hats be worn by all personnel, including observers;
  - Present during any situation where the hazards of falling or flying objects could reasonably be expected, such as working below other workers who are using tools and materials which could fall or working below machinery or processes which might cause material or objects to fall (29 CFR 1910.135 Subpart I App B); or
  - Present at any work zone where there is a potential of falling objects; i.e. in a trench/ditch, while another person is working overhead, in a gravel pit while outside of a vehicle if there is more than one person working in the gravel pit, during any hoisting and/or lifting objects overhead, working under moving/shaking parts of a machine, in a man hole, under bridges, and in culverts.
- 2) Mandatory requirements for the use of safety vests or high-visibility clothing:
  - All workers in the following Departments are required to wear high visibility clothing or safety vests during their shifts; Road & Bridge, Solid Waste, and Weed); Granite County Sheriff's & Corner Department has an in-house policy & procedure pertaining to safety vests.
  - All workers in the right-of-way of a road or the confines of a road project must wear high-visibility safety apparel. In order to comply with the Code of Federal Regulations requirement for worker visibility (23 CFR 634), high-visibility safety apparel must meet the Performance Class 2 requirements of the ANSI/ISEA 107-2004 publication entitled "American National Standard for High-Visibility Safety Apparel and Headwear." Fluorescent orange or fluorescent yellow-green clothing meeting the requirements of ANSI/ISEA Performance Class 2 such as a shirt, sweatshirt, or jacket furnished by the employee, with the supervisor's approval, may be worn as a substitute for the Granite County provided apparel.
  - All high-visibility clothing and personal protective equipment are to be monitored closely to ensure that all items retain the protective qualities provided by the manufacturer. Faulty PPE items, such as faded vests, cracked or otherwise damaged hard hats, etc., are to be replaced immediately.

3) Mandatory requirements for the use of Safety Glasses

- Safety glasses, with side shields, that meet ANSI Z-87.1-2003 standards with “high Impact lenses” are required to be worn by all employees, subcontractors, and visitors while on Granite County property, at all times, as described below:
  - At field locations, in shops and warehouses, except in approved, designated, striped safety zones.
  - In all yard work zones or by everyone when in the vicinity of loading or unloading equipment, performing mechanic or maintenance work, test stand operations, operating equipment such as forklifts, welding, or any type of work which has the potential to inflict an eye injury.
  - A doctor must support “exceptions for medical reasons” in writing to exempt safety eyewear requirements.
  - Safety glasses are not required:
    - Inside offices.
    - Parking lots when traveling from vehicles to and from office buildings by way of main doors that do not pass through shops.

4) Mandatory requirements for the use of Goggles

- Chemical splash proof goggles shall be worn when handling or mixing liquid chemicals, solvents, paints, etc., and/or as recommended on the Material Safety Data Sheet of the material being handled.

5) Hearing protection is required to be worn by all employees, subcontractors, and visitors while in posted “High Noise” areas. Warning signs will be posted in areas known or suspected to have noise levels exceeding 85 dBA either constantly or intermittently.

- When signs are not posted, employees shall wear hearing protection when noise caused by machinery, tools, etc., prevents normal conversations to be heard clearly.

6) Gloves are required to be worn when performing work, which may expose the hands to extreme temperatures, cuts and abrasions, or exposure to chemicals.

- Welding: Welding gloves made of leather or other heat resistant materials shall be worn when performing arc welding or oxy/gas cutting.
- Chemical: Impervious (chemical resistant) gloves shall be worn when handling chemicals that specify gloves as personal protection equipment when handling.
- Refer to the specific chemical’s Material Safety Data Sheet for the correct glove type.
- Persons assigned to working with chemicals, i.e., solvent vats, shall be issued their own individual gloves for hygiene purposes.
- Leather: Leather gloves should be worn when working with sharp materials or when handling rigging equipment.
- Cloth: Cloth gloves should be worn when handling objects or materials, which could cause blisters, splinters, cuts, etc.
- Heat Resistant: Heat resistant gloves shall be worn when handling hot bearings, races, or other materials or objects that have been heated beyond ambient temperatures.
- Insulated: Insulated gloves shall be worn to prevent frostbite in extreme cold climates.

7) Safety footwear shall be worn by all employees with regularly assigned duties at field locations, (in Road Shops and Solid Waste Sites).

- Leather or equivalent boots, either lace up or pull up, shall be worn. The boot must provide ankle protection and have soles designed to protect from punctures with defined heels for climbing ladders.

- Yaktrax will be provided to employees of the Solid Waste Department, Road Department, and Custodian and are required to be worn during the winter months when working in inclement weather conditions (i.e. icy conditions).

**IV. MONITORING**

Supervisors and site managers monitor worksite tasks for changes in, or the introduction of new hazards. If new hazards are discovered, they advise the Public Health & Safety Manager who then conducts a hazard assessment for appropriate PPE. The PHS Manager monitors the effectiveness of the PPE procedures and makes recommendations to The County Commissioners to improve the procedure.

**V. TRAINING**

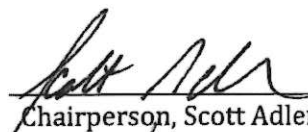
Employees who require or may need to wear PPE shall be properly trained and PPE must be fitted to each affected employee. Training shall include:

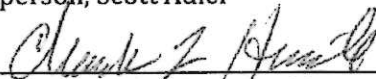
- When PPE is necessary.
- What PPE is necessary.
- How to properly don, doff, adjust and wear PPE.
- The limitations of PPE.
- Useful life and disposal of PPE.
- How to clean and maintain PPE in a sanitary and reliable condition.
- Reporting and replacing defective or damaged PPE, which shall NOT be used


Questions concerning this policy shall be directed to your immediate supervisor, to the County Public Health & Safety Coordinator, or to the Commissioners Office.

Adopted this 10<sup>th</sup> day of October, 2023

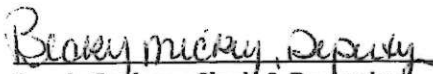
Board of Granite County Commissioners

  
 \_\_\_\_\_  
 Chairperson, Scott Adler

  
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 Commissioner, Charles L. Hinkle

  
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 Commissioner, Blanche McLure

Attest:

  
 Sarah Graham Clerk & Recorder



(SEAL)

**Personal Protective Equipment (PPE) Policy Employee Sign-Off**

\_\_\_\_\_  
Employee Name (Printed)

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Employee Name (signed)

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Date