

# Facilities Operations Uniform Policy

**Revised: 7/14/2020**

**FacOps/PPS No. 04.05.06**

**Issue No. 3**

**Reviewer: Assistant Director, Facilities Operations**

**Effective Date: 3/1/2016 (ENY)**

**Review Date: 3/22**

## **01. POLICY STATEMENT**

01.01 The purpose of this Facilities Operations (FacOps) Policies and Procedures Statement (PPS) is to establish expectations for the wear of University-issued clothing and personal protective equipment (PPE) by all Facilities Operations employees.

## **02. DEFINITIONS:**

02.01 University-issued clothing is defined as garments purchased by the University for the exclusive use by the Facilities person of issuance.

02.02 An official work shirt is defined as the shirt that contains the individual's name, shop, and the facilities logo/descriptor.

02.03 Flame resistant (FR) clothing is defined as garments designed for wear by designated employees as PPE to reduce the potential risk of an arc flash exposure while working near an energized circuit.

02.04 PPE commonly issued to FacOps employees includes, but is not limited to, FR clothing, hard hats, protective eyewear, face shields, respirators, hearing protection, reflective vests, gloves, knee pads, and safety footwear.

## **03. UNIFORM WEAR PROCEDURES:**

03.01 Uniform requirements:

- a. All trade shop employees will be provided official work shirts upon start of employment within FacOps.
- b. Employees who are provided official work shirts are expected to wear them throughout their assigned shift. Exception: If actively engaged in a work activity where the heat index is 95 degrees or higher, employees have the option to remove their official work shirt and wear a Facilities T-shirt instead. Employees can obtain the current local heat index (Feels Like) temperature by accessing the pre-installed Weather application on his/her University-owned electronic device.

- c. The Facilities T-shirts available in the warehouse are only worn when performing maintenance in an area that would subject their official work shirt to extremely dirty or wet conditions (e.g., manholes, crawl spaces, mechanical rooms, etc.) as determined by the shop supervisor.
- d. Replacement University-issued clothing will be provided on an as-needed basis at the discretion of the employee's shop supervisor and approved by the FacOps Director.
- e. Electrician's will be provided FR clothing (shirts and pants). The FR shirts and pants *must* be worn as the official work uniform at all times the employee is working on campus. FR shirts *must* also be worn with sleeves rolled down for maximum arc flash exposure protection. Exception: Electricians may elect to remove their FR shirts while actively working in conditions where the heat index is 95 degrees or higher, if they are not engaged in a work activity on energized circuits. Electricians must wear a Facilities T-shirt if the FR shirt is removed. Employees can obtain the current local heat index (Feels Like) temperature by accessing the pre-installed Weather application on his/her University-owned electronic device.

#### 03.02 PPE requirements:

- a. FacOps employees will be issued PPE to aid in *safely* performing their assigned duties.
- b. Safety-toed footwear must be worn during all assigned work hours by employees in the following trades:
  - Carpentry
  - Electrical
  - Electronic Security Systems
  - Facilities Maintenance
  - HVAC
  - Locksmith
  - Paint
  - Plumbing

Employees assigned to FacOps Administration and Contract Administrators are required to wear safety-toed footwear when visiting construction sites or in areas where toe crushing injuries are possible.

Safety-toed footwear specifics are outlined in the Texas State University Physical Plant Safety Footwear guide and is available in the FacOps Administration office.

- c. Appropriate use of PPE is outlined on the Texas State Environmental Health, Safety & Risk Management website at <http://www.fss.txstate.edu/ehsrmsafetymanual/ppe.html>. Always ask your supervisor if in doubt about the need for PPE.
- d. FacOps employees *must* wear the University-issued PPE to minimize or mitigate the risk to their personal safety. Failure to wear PPE and safety-toed footwear,

when required, may result in disciplinary action.

- e. Shop supervisors are responsible for ensuring their employees have the necessary PPE to safely perform their assigned duties.

#### 04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

04.01 Major responsibilities for routine assignments associated with this FacOps/PPS include the following:

Position	Section	Date
Assistant Director for Facilities Operations	Review	March 1 (ENY)

#### 05. CERTIFICATION OF STATEMENT

This FacOps/PPS has been approved by the following individuals in their official capacities, and represents Facilities Operations policy and procedure from the date of this document until superseded.

Assistant Director, Facilities Operations, Reviewer

Director, Facilities Operations

Approved: *Brian McKay*  
Brian McKay (Jul 14, 2020 07:51 CDT)  
Reviewer

Approved: *Douglas L Bynum*  
Douglas L Bynum (Jul 14, 2020 07:58 CDT)  
Director for Facilities Operations