

# Standard Operating Procedures Manual

## **City of Poquoson Fire and Rescue**



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### **EQUIPMENT AND APPARATUS**

**SOP#:** EA 8.00

**Title:** PPE Inspections

**Effective Date:** 02/01/2009

**Revised Date:** 02/01/2009

Robert J. Nollery Jr.  
Fire Chief's Signature

James F. Wheal  
City Manager's Signature

### **PPE INSPECTIONS**

#### **I. PURPOSE**

To establish guidelines for the inspection of personal protective equipment (PPE).

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

#### **II. RESPONSIBILITIES**

Shift Supervisors shall ensure that the PPE inspections are completed for their respective stations on a quarterly basis.

It is the responsibility of all personnel to keep their personal protective equipment serviceable and in good working order, and to report conditions that require repair or replacement of PPE.

#### **III. POLICY**

To provide personal protective equipment (PPE) that complies with NFPA 1500. Personal protective equipment is specifically designed for the protection of personnel from bodily injury, exposure and the effects of extreme heat and cold.

Therefore, it is the intent of this SOP to ensure that all personal protective equipment is serviceable, in good condition, fits the wearer properly, and that quarterly inspections of PPE are conducted on a prearranged schedule.

#### **IV. GUIDELINES**

Protective clothing and equipment shall be inspected by the company officer on a quarterly basis. Inspections shall be done during the morning hours of weekdays to afford adequate time if replacement gear is necessary.

Shift Commanders shall make the Deputy Chief aware of all PPE issues in writing or email.

#### **V. PROCEDURES**

Protective clothing to be inspected includes:

- Helmet/Goggles - including liner and chinstrap
- Turnout coat – including moisture barrier, and cuffs with the thumb hook intact
- Structural Firefighting Boots
- Turnout pants – including moisture barrier and suspenders
- Nomex hood
- Gloves
- Flashlight
- SCBA Mask

To clean turnout coats and pants, gloves, and flame retardant hood, clean with warm water and a mild detergent. To clean helmets, use hot water and a mild household detergent.

All personal protective equipment shall be inspected to determine if it is suitable for use.

- All material should be free from tears, embrittlement, and fraying.
- Seams should be intact and show no signs of excessive wear.
- Reflective trim should show no signs of abrasion or loss of reflectivity due to heat exposure.
- All pockets, kneepads, and other accessory items should be firmly attached to the garment and show no signs of excessive wear.
- Sleeve and pants cuffs should show no signs of fraying (indicates the pants are too long or improperly worn).
- The garment should be free from excessive dirt and stains.
- Where a fabric color change is noted, a condition that could be caused by high heat exposure or ultraviolet exposure, the entire area should be checked for loss of tear strength.
- Pants and coats shall be washed in accordance with manufacturers recommendations at least once every six months (if clothing is not worn within the preceding six months, washing is not required).

Helmets should be inspected for:

- Cleanliness
- Loss of integrity due to severe impact
- Wearing/fraying of chinstrap

Protective clothing (coats, pants and gloves) shall be evaluated for proper fit semiannually.

- There shall be at least a 2-inch overlap of all layers of the protective coat and the protective trousers so there

is no gap of the thermal protection when the protective garments are worn.

- Position A: Standing, hands together reaching overhead as high as possible.
- Position B: Standing, hands together reaching overhead, with body bent forward, to the side and to the back as much as possible.
- Position C: In the crawling position.
- Suspenders shall be properly tightened so that the top of the pants is at the navel, and the cuffs are not touching the boots or the ground.
- Gloves shall neither be too loose or too tight, and they should overlap the wrist area while the thumb is in the cuff hook.
- Hoods shall be inspected for a secure fit around the SCBA mask, and proper extension into the coat when securely fastened. Fraying of the elastic band around the face opening and loss of elasticity may require replacement.
- The SCBA mask shall be clean and free of debris.
- Structural firefighting boots shall fit properly, and shall be free from any tears or rips in the leather. Boots shall be clean, and periodically, treated with shoe polish or a leather conditioner.
- Goggles shall be clean and the elasticity of the band shall be intact.

Shift Supervisors shall report the condition of ALL staff members' PPE in writing or by email.