STANDARD OPERATING PROCEDURE
FACILITIES AND PROPERTY MANAGEMENT
CAPITAL PROJECTS AND CONSTRUCTION

Effective Date: July 1, 2012

UPDATED June 1, 2014

Name of Procedure: Appropriate workplace attire

Purpose: Ensure the safety of staff in affected departments

Procedure:
Facilities and Property Management (FPM) and Capital Project and Construction (CPC) employees for whom this procedure applies shall wear full-length pants, shirts with sleeves, and sturdy, closed-toe shoes on the job. Ear buds and/or headphones will not be worn on the job. This procedure applies to all employees with job duties that include: working in mechanical spaces, shops, laboratories or electrical closets; working on construction sites/projects or on mechanical equipment; working with power tools, paint or hazardous materials; or working in other non-office space areas where hazardous conditions may be encountered.

The Oregon Occupational Safety and Health Administration (OR-OSHA) requires employers to conduct a workplace hazard assessment and identify appropriate PPE for hazards present at the worksite. PSU Environmental Health and Safety (EHS) has conducted an assessment and determined that full-length pants, shirts with sleeves, and sturdy, closed-toe shoes are required at a minimum to protect against common hazards encountered by FPM and CPC personnel. Additional PPE is required for work involving certain hazards. For more specific information and guidance on additional PPE selection, contact your supervisor or EHS in accordance with the Standard Operating Procedure “Personal Protective Equipment (PPE).”

Additionally, as representatives of FPM, CPC and Portland State University, all employees are expected to maintain good hygiene and to dress in a professional, safe and appropriate manner. Clothing that has excessive holes, tears, or has been defaced in any other fashion should not be worn on the job. Additionally, clothing with derogatory, obscene or otherwise inappropriate material or graphics displayed shall not be worn at any time on the job.

In addition to FPM and CPC, this procedure also applies to the Material Management Services and Environmental Health and Safety departments. Affected department names are subject to change, however these procedures still apply.

END OF PROCEDURE