

CH2M HILL Hanford Group, Inc.	Manual	ESHQ
ISSUE AND CONTROL OF INSULATED RUBBER GLOVES	Document Page Issue Date Effective Date	TFC-ESHQ-S_SAF-C-05, REV A-2 1 of 4 February 28, 2008 February 28, 2008

[Ownership matrix](#)

1.0 PURPOSE AND SCOPE

This procedure provides a uniform method for issue and control of insulated rubber gloves for both Waste Feed Operations and Closure Project. This procedure applies to all CH2M Hill Hanford Group, Inc. (CH2M HILL) employees requiring insulated rubber gloves, including maintenance craft, operators, health physics technicians, etc. (7.1.1, 7.1.2, [7.1.3](#))

2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header

3.0 RESPONSIBILITIES

Responsibilities are contained within Section 4.0

4.0 PROCEDURE

- | | |
|-----------------------|--|
| Maintenance Manager | 1. Assign an individual within the organization to control the gloves. |
| Assigned Individual | 2. Contact the Utility System operator and have them assign a block of numbered gloves. |
| | 3. When the gloves are to be issued, provide a copy of a User Guide Checklist for Insulating Rubber Gloves (Electrical Safety Bulletin ESB-2001-02). |
| Glove User | 4. Complete the checklist and sign off on the personal protective equipment (PPE) user block. |
| Field Work Supervisor | 5. Sign as supervisor/person-in-charge. |
| Assigned Individual | 6. Issue gloves to glove users and document the following information on a list: <ul style="list-style-type: none"> • Name of user • Identification number of gloves • Date of last inspection • Date of next inspection • Storage bag • Gauntlets. (7.1.42) |

- Glove User
7. Store insulating gloves in a location and in a manner that protects them from light, extreme temperatures, excessive humidity, ozone, and other injurious substances and conditions. Insulating gloves shall not be stored inside tank farm boundaries. (7.1.+2)
8. Inspect gloves, bag, and gauntlets each time prior to use and immediately following any incident that can reasonably be suspected of having caused damage. Insulating gloves shall be given an air test, along with the inspection. (7.1.+2)
- Assigned Individual
9. On a monthly basis, perform a random inspection of issued gloves, bag, and gauntlets.
- Field Work Supervisor
10. Walk down assigned areas to ensure proper storage of gloves.
- Maintenance Manager and Field Work Supervisor
11. During management overview in the farms, verify there are no insulated gloves stored in cabinets in the field.
- Glove User
12. Turn in gloves to the assigned individual for testing at the appropriate interval.
- NOTE: Gloves shall be inspected within six months of the date of last inspection. (7.1.+2)
- Assigned Individual
13. Arrange for testing of gloves.
14. Record date of the most recent inspection of gloves on the list generated in step 6 and return the gloves to the glover user. (7.1.+2)

5.0 DEFINITIONS

No term or phrases unique to this procedure are used.

6.0 RECORDS

The following records are generated during the performance of this procedure:

<u>Record Description</u>	<u>Vital Record</u> <u>Y/N</u>	<u>QA Record</u> <u>Y/N</u>	<u>QA Record Retention</u> <u>L/NP</u>	<u>NARA Retention Schedule</u>	<u>Other Retention Requirements</u>	<u>Records Custodian</u>
<u>Completed copy of the User Guide Checklist for Insulating Rubber Gloves</u>	<u>N</u>	<u>Y</u>	<u>NP</u>	<u>ADM-17.32b1</u>	<u>N/A</u>	<u>Maintenance manager or delegate</u>
<u>Record of issuance of insulating rubber gloves</u>	<u>N</u>	<u>Y</u>	<u>NP</u>	<u>ADM-17.32b1</u>	<u>N/A</u>	<u>Maintenance manager or delegate</u>

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The identified record custodian is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02.

The following records are generated during the performance of this procedure:

- ~~Completed copy of the User Guide Checklist for Insulating Rubber Gloves~~
- ~~Record of issuance of insulating rubber gloves.~~

~~The Maintenance managers, or delegates, are responsible for record retention and retirement in accordance with TFC-BSM-IRM_DC-C-02.~~

7.0 SOURCES

7.1 Requirements

1. 10 CFR 851, "Worker Safety and Health Program."
2. 29 CFR 1910.137, "Electrical Protective Devices." (S/RID)
3. PER-2003-1632.

7.2 References

1. TFC-BSM-IRM_DC-C-02, "Records Management."
2. TFC-ESHQ-S_IS-C-02, "Personal Protective Equipment."

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Figure 1. Issue and Control of Insulated Rubber Gloves.

