

## DuPage County Environmental, Safety, Health & Property Loss Control Program Personal Protective Equipment (PPE)

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### Policy:

All Personal Protective Equipment (PPE), used at our facilities will be provided per IDOL/OSHA 1910 Subpart I Enforcement Guidance for Personal Protective Equipment.

Protective equipment will be chosen based on anticipated hazards and will be provided to employees based on hazards associated with their job duties. Material Safety Data Sheets (MSDS) shall be referred to for required PPE.

Departments should annually budget for PPE including reflective outerwear and establish their own distribution process.

Any department purchasing safety eye wear, must require testing reports for each type of eye wear purchased, to assure the eye wear has been tested and meet the current ANSI Z87.1 standard.

ANSI Z.89.1 is the standard to be used in selection of Non-ballistic Protective Helmets. For Ballistic helmets the National Institute of Justice standard 0106.01 is to be used.

Hard Hat standard ANSI Z89.1

Reflective Outwear Standard ANZI/ISEA 107 most current Standard.

The Supervisor / Crew Leader are responsible for ensuring that employees are properly attired for the work to be performed. In some cases employees may be sent home until they return in clothing suitable for the job.

See Human Resources Policy: *Appropriate Dress, Uniforms and Safety Equipment* for more information on PPE.

### Management Responsibilities:

- Prohibit the use of defective or damaged PPE
- Provide Training so that each affected employee can properly use the assigned PPE. Training shall consist of the following:
  - ✓ When is PPE necessary?
  - ✓ What PPE is necessary?
  - ✓ How to properly don, adjust and wear PPE
  - ✓ Proper care, maintenance, useful life and disposal of the PPE
  - ✓ Retrain when changes in the job function or hazards of the job change
  - ✓ Maintain Training records for each employee indicating date and type of PPE employee was trained on

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### Employees Responsibilities:

- If needed ask Supervisor for help in wearing PPE properly and when to wear it.
- Employees are required to utilize all prescribed safety equipment and special protective equipment or apparel, and they should exercise due care in maintaining it in safe, efficient and sanitary condition.
- If operating machinery, no jewelry such as watches, rings, bracelets, necklaces, chains, etc. are to be worn while at work.
- If operating machinery and you have long hair to prevent it from being caught in the machinery it must be tied or restrain it with a hairnet. If hair is simply tucked inside a hardhat, it can come loose and get caught in moving parts. Even a long beard can be a hazard in a machine work environment.
- An Electrical qualified person must inspect their arc rated clothing before wearing it. Any flammable substance on the surface of arc rated clothing voids the arc rating. The clothing must be free from tears, cuts or rips.
- Arc rated clothing must be cleaned per manufacturer's instructions and stored to prevent damage from moisture, dust or other deteriorating agents.
- Before wearing fall protection harness the employee must inspect it using Harness inspection form in this program.

### Some examples of PPE are:

- Anti-vibration gloves i.e. when using a jack hammer
- Arc-Flash Suit (worn by electricians)
- Balaclava (Sock Hood protects head and neck from burns)
- Eye protection in the form of safety glasses or goggles
- Gloves including latex
- Hard hats or bump caps
- Hearing protection
- Life Jacket
- Protective chaps
- Reflective outerwear
- Respirators
- Foot ware such as steel toed safety or non-slip boots & shoes
- Fall protection harness

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**Eye Protection:** The National Institute for Occupational Safety and Health reports that 2,000 Americans suffer from an occupational eye injury every day, but 90 percent of these injuries can be avoided simply by wearing the correct safety eyewear.

The type of eye and face protection to use is based on an assessment of the job's hazards. Once you know the hazards, be sure to select the right type of protection. EYE Protection adhering to the *American National Standard for Occupational and Educational Personal Eye and Face Protective Devices* (ANSI/ISEA Z87.1) prescribes the design, performance specifications, and marking of safety eye and face products, including the safety goggles, spectacles, face shields, and welding helmets. DPC requires manufacturer of safety eye protection to provide independent laboratory test results for the eye protection. Safety glasses that meet this standard must pass a high-velocity object test for frames and lenses, and meet the criteria for lens thickness, corrosion, flammability and side-shield protection, as well as optical requirements. Glasses that meet the ANSI Z87.1 standard are marked with Z87 on the inside of the frame temple bars.

### What to Wear?

OSHA requirements for eye protection can be found in either 1910.133 for general industry workplaces, 1926.102 for construction sites, or 1915.15. Each of these sections of the OSHA regulations cover eye AND face protection and we should not forget to differentiate between these two types of safety gear.

Standard safety glasses / Goggles are designed to protect against injuries associated with regular eye hazards such as flying or falling objects and particles, as well as some chemical and/or radiation hazards. In some work operations, the hazards present can also cause injury to the face. Examples of such activities include many grinding and deburring operations, working with molten metals i.e. torch-cutting, handling liquid or powdered chemicals that are corrosive to our skin, and welding operations that expose workers to ultraviolet radiation. In many of these cases, not only do we need to protect our eyes from injury, but also our faces. So, workers performing such tasks must utilize approved face protection, such as a face shield or hood.

Most manufacturers of face shield explain that their products are not designed to be used for impact protection in lieu of safety glasses or goggles which have been designed to protect the eyes, but are instead to be used in conjunction with safety glasses or goggles. Some of the ANSI eye and protection standards that OSHA incorporated into their PPE standards even discuss the difference between the two levels (primary and secondary) of impact protection. OSHA clarifies that face shields are typically considered secondary protection from impact hazards. There are also a few manufacturers of face shields that claim their design of face shield also offers impact protection. So, the take home message here is to be certain you refer to the manufacturer's information about their product to determine if safety glasses or goggles must be worn beneath the face shield (which is the general rule) or not.

**Safety spectacles** are impact-resistant eyeglasses. They have strong safety frames and impact-resistant lenses. They come with and without side shields. IDOL/OSHA requires side protection (side shields) when there's a hazard from flying objects. Some models are designed to fit over regular prescription glasses.

**Goggles** fit the face to form a protective seal around the eyes. They protect the eyes from impact, dusts like saw dust and concrete dust, splashes, mists, vapors, and fumes. Different types of goggles are designed for different types of hazards. Some are vented and appropriate for tree cutting saw dust and others are non-vented for protection from fumes and chemical splashes.

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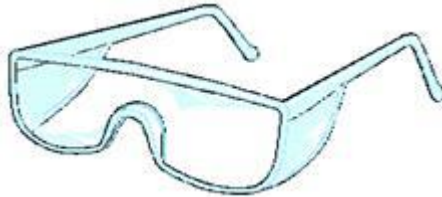
**Face Shields** are protective windows that extend from the brow to below the chin across the entire width of the head. Face shields are secondary protection. Safety goggles or spectacles must be worn under a face shield to provide primary protection. Face shields provide additional protection from impact, chemical splashes or sprays, high temperatures, splashes from molten metal, and sparks.

**Wood Chipper / Tree Cutting Eye Protection:** Safety eye wear for these operations could also include Full Face Shields that contain wire mesh instead of a solid clear material long with safety goggles. ]

**Chemical Safety Goggles:** prevent chemical from dripping off forehead into eyes or sides -not “typical” safety glasses intended to protect eyes from flying objects.

Can also wear a full-face shield over chemical safety goggles.

### Examples:



### Safety Glasses (spectacles)

Safety glasses (spectacles) with side shields are the minimum level of eye protection required for any type of work with or around hazardous chemicals or chemical products.

- Prescription glasses (with or without side shields) are not an acceptable substitution for safety glasses. Prescription safety glasses are available and reimbursement per Human Resource policy.
- Safety glasses do not provide complete protection against splash or spray because they do not fit tightly to your face.
- Safety glasses must meet ANSI Z87.1 standards (It will be marked on the frame).
- Safety glasses must be worn anytime chemicals or chemical products are handled.
- Only non-conductive safety glasses are permitted for OSHA defined Qualified electrical personnel.

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### Goggles, Splash (indirect venting) and direct type



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Splash goggles are your next level of defense against chemical eye injury. Splash goggles have indirect ventilation and form a tight seal to the face.

- Splash goggle must be worn anytime there is the chance of a chemical splash or spray.
- Safety glasses are not an acceptable substitution for goggles and do not provide complete protection against splash or spray because they do not fit tightly to your face.
- Operations requiring goggles include but are not limited to pouring, scrubbing, rinsing, spraying (aerosols), washing, and dispensing.
- Non-splash or (direct vented) safety goggles are suited when a person is working within or about dust such as concrete or sawdust.
- Splash and non-splash goggles must also meet ANSI Z87.1 standards



### Face Shield

Face shields protect the eyes, face, and neck from chemical splashes and spray, arc flashes as well as flying particles.

- Face shields must not be worn independently. In other words, safety glasses or goggles must be worn underneath face shields for complete protection.
- Face shields are necessary anytime there is a severe risk of splash or spray, arc flash or flying particles such as when breaking up concrete or asphalt.

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### Preventing Eye Wear from Fogging up:

Avoid using paper towels on the eye wear. The wood fiber in the paper towels can scratch the lens and eventually make it difficult to see through them.

*By doing any of these options the eye wear should not fog up for several hours.*

#### Either:

1. Place a drop or two of liquid dishwashing soap onto the interior of the eyewear lens.
2. Rub it over the front and back of the lenses until it covers the entire lens. Allow it to dry on the lenses for about 4 minutes.
3. Then buff the dry soap off the lenses with a soft, lint free cloth or commercial lens-cleaning tissues.

#### Or

1. Spray a light mist of ammonia free window cleaner on the inside of the eye wear.
2. Spread the cleaner with your finger tips; avoid scratching the lenses with the fingertips.
3. Wipe the cleaner off the lenses with a soft, lint free cloth.

#### Or

1. Use an over the counter Anti-fogging product.

**Welding Helmets:** are heat resistant, and they're fitted with a filtered lens. They provide secondary protection from optical radiation, flying sparks, metal spatter, and slag chips produced during welding, cutting, and brazing. Safety goggles or spectacles provide the primary eye protection under the welding helmet.

**Maintenance:** Eye protection devices must be properly maintained. Scratched and dirty devices reduce vision, and can cause glare.

**Protective Headwear: Hard Hat VS. Bump Cap-** Bump caps do not abide by the ANSI Z89.1 guidelines and are not suitable for occupations or applications where an ANSI-compliant hard hat is required by IDOL/OSHA.

Hard hats must not be worn backwards unless specifically designed or authorized to be worn backwards by the manufacturer.

Hard hats must be worn whenever there is the possibility of being struck from above. Such as when working in a trench, under trees being trimmed, at a building construction site etc.

When using a chain saw or trimming trees this type of hard hat with a screened face shield, safety glasses behind the shield and ear muffs must be worn.

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**Bump Caps:** Are lighter and more comfortable to wear than a hard hat but do not provide the protection a hard hat provides. Example: Bump caps are worn by auto mechanics working under vehicles or plumbers having to work in small spaces and their head is subject to striking piping.

**Hard Hats:** Basically provide impact protection from falling objects and / or electrical shock. There are two (2) types and three (3) classes of hard hats. They are also tested for water absorption and flammability resistance. They are marked inside with the Manufacturers name, ANSI Z89.1 and Class, date of manufacture.

### Types and Classes of Hard Hats:

Type 1 intended to reduce the force of impact resulting from a blow only to the top of the head.

Type 2 intended to reduce the force of the impact resulting from a blow to the top or sides of the head.

Class C (Conductive): reduce the force of impact of falling objects, but do not protect against electrical contact.]

Class G (General): are designed to decrease the impact of falling objects and to lessen the risk of being exposed to low-voltage electrical conductors. They are tested at 2,200 volts of electrical charge to be certified.

Class E (Electrical): are also intended to decrease the impact of falling objects and lessen the risk of coming into contact with high-voltage electrical conductors. Tested at 20,000 volts of electrical charge. **Note:** the voltages stated are not indications of the voltage at which the helmets protect the wearer.

### Hard Hat Maintenance:

ANSI statute Z89.1 requires particular information to be permanently printed inside each hard hat, including the date of manufacture. The longest a hat should be in service is four to five years from date of manufacture, according to the manufacturer's guidelines. If the hat is not visibly damaged, you can calculate the expiration date by checking the date of manufacture. Additionally, workers should use a permanent marker to record the date they begin to use their head protection.]


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Modified or defective hard hats and bump caps are not acceptable. Hard hats useful service life is based on manufacturer's recommendations and the following:

- Protection is degraded if the hard hat has been impacted by a falling object; it must be replaced if this occurs.
- The hard hat must be tested routinely by attempting to flex the bill slightly. If it flexes without fracturing it is still good.
- Hard hats should be inspected daily for dents, cracks or other damage and if this visual inspection detects such then the hat must be replaced.
- Ultraviolet (UV) radiation can be bad for these hats. If the hat looks chalky rather than having a nice glossy finish is an indication of UV damage. The flaking of the shell also reveals damage. As soon as these signs of UV damage appear the hard hat must be replaced.
- The suspension inside the shell actually absorbs the impact protecting your head, and it needs to be routinely checked for wear. The cradle of the hat should have at least 1" of clearance between the top of the hat and the head.
- Check for signs of excessive wear, fraying, cuts or tears, and dirt. The suspension can be washed with soapy water. When replacing the suspension, use a product from the same company that manufactured your hard hat.
- Most manufacturers recommend replacement of the suspension inside the hat every 12 months.

### Hard Hat Markings:

- Only County provided stickers, safety or training stickers, or union stickers may be placed on the hard hats. If stickers are worn on the hard hat, they will be placed a minimum of ¼ inch above the brim.
- Hardhats may not be painted.
- **Reverse Donning:** Helmets marked with a "reverse donning arrow"  can be worn frontward or backward in accordance with the manufacturer's wearing instructions. They pass all testing requirements, whether worn frontward or backward.
- **Lower Temperature:** Helmets marked with a "LT" indicates that the hard hat meets all testing requirements of the standard when preconditioned at a temperature of -30°C (-22°F).
- **High Visibility:** Helmets marked with a "HV" indicates that the hard hat meets all testing requirements of the standard for high visibility colors. This includes tests for chromaticity and luminescence.

### Clothing:

- Clothing should be worn that is suitable and compatible with the work being performed i.e. long pants and shirt sleeves are required to protect legs and arms from material, tools and vegetation that can scrape or lacerate the skin tissue as well as protection from sun burn.
- Shirt cuffs should always be buttoned on long sleeves to prevent the duff or sleeves from becoming caught on, entangled in materials, machinery or equipment.



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- When working on or near a roadway appropriate reflective vests must be worn.
- When performing electrical work appropriate Arc Rated PPE must be worn based on the Exposure per the latest editions of the National Electric Code (NEC) and 70E Standard for Electrical Safety in the Workplace. See Electrical in this procedure.

**Reflective Outerwear:** Used to protect workers subject to being struck by vehicles on or near the roadway. DPC requires such outerwear meets requirement of ANSI/ISEA 107 most current Standard.

### **Class 1 ANSI Safety Vest**

Class one vests are for workers whose job puts them at the lowest risk level. These are jobs in areas where traffic is traveling at or below 25 mph, and work is taking place off the roadway. An example of this type of work would be sidewalk repair in a small residential neighborhood.

Per ANSI for a vest to qualify as a Class 1 safety vest it must either a safety yellow or safety orange color, and have a minimum of 155 square inches of reflective tape. These reflective strips must go around the middle of the vest as well as over the shoulder. These ANSI safety vests are designed to cover the torso only and do not require sleeves.

### **Class 2 ANSI Safety Vest**

A Class 2 vest is intended for working environments that pose a greater risk. This can include workers who are on a roadway where traffic is moving under 50 mph. These vests are larger than their class 1 counterparts because they require more high visibility and reflective areas to be present. A Class 2 vest must have at least 775 inches of safety yellow or safety orange back ground material and 201 square inches of reflective striping. These ANSI safety vests are commonly worn by survey crews, and school crossing guards.

### **Class 3 ANSI Safety Vest**

Class three vests are reserved for people working in the most dangerous environments where visibility is the highest priority. This includes roadways where traffic is traveling more than 50mph, but it can also apply to emergency personnel working in blizzard or rain conditions where visibility is at a minimum. A Class 3 ANSI safety vest is the largest of the ANSI vests because it requires the most background fabric and reflective striping. Because a class 3 vest requires a whopping 1,240 inches of safety yellow or safety orange background and 310 square inches of reflective striping, it often resembles a short sleeve t-shirt more than a traditional vest.

### **ANSI/ISEA 107-2015 contains five performance classes:**

- Performance Class 1 (Type O)
- Performance Class 2 (Type R or P)
- Performance Class 3 (Type R or P)
- Supplemental Class E
- Optional High-Visibility Accessories

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The standard establishes three types:

- Type O (“off-road”)
- Type R (“roadway”)
- Type P (“public safety”)

**Type O** is defined as apparel that “provides daytime and nighttime visual conspicuity enhancement for workers in occupational environments which pose struck-by hazards from moving vehicles, equipment and machinery, but which will not include exposure to traffic on public access highway rights-of-way or roadway temporary traffic control (TTC) zones.” Examples of those who may need Type O apparel include:

- Facilities Management

**Type R** apparel “provides daytime and nighttime visual conspicuity enhancement for workers in occupational environments which include exposure to traffic (vehicles using the highway for purposes of travel) from public access highway rights-of-way, or roadway TTC zones or from work vehicles and construction equipment within a roadway TTC zone.” Examples of workers who may need Type R apparel include:

- Animal Control Officers
- Coroner’s Field staff
- PW, DOT, Highway, OHSEM

### **Type P**

The purpose of this type is to offer additional options for emergency responders and law enforcement that are exposed to traffic hazards but require access to special equipment they carry on their waist. Examples of workers who may need Type P apparel include:

- Sheriff’s Deputy’s
- Security

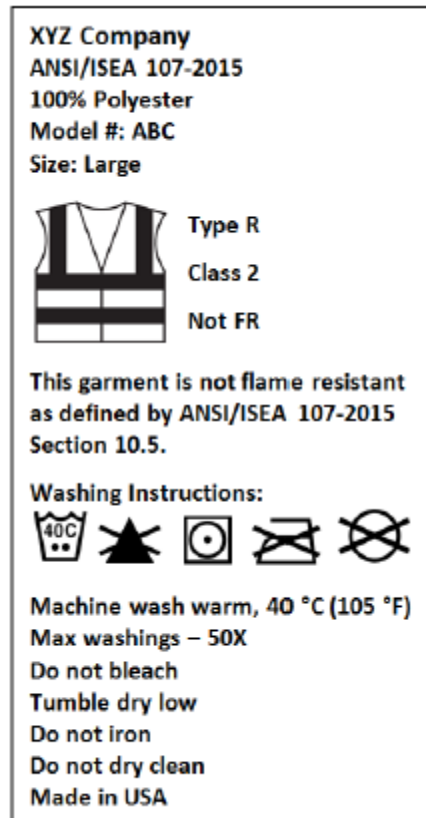
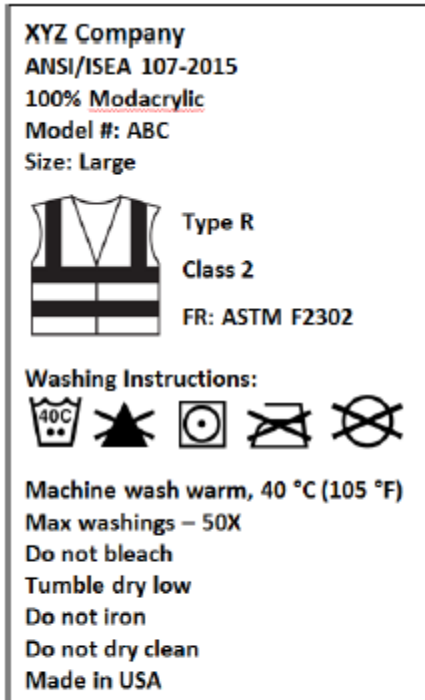
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Labels for approved Outer Wear are below: Left is one for not only Reflectivity but Flame Resistant as well. The one on the right is on for reflectivity.



**Protective Footwear:** All non-administrative employees performing non-administrative tasks must wear safety toe footwear with slip resistant soles substantial enough to protect toes against dropped materials. (*Exception is the Jail Medical personnel and Convalescent Center where only slip resistant shoes are needed for nursing, laundry, food service, and PT's, Environmental and kitchen staff*).

- a. Employees whose duties take them into foot hazards must wear foot protection; this includes management, service and office personnel.
- b. Electricians must wear Non-conductive footwear marked “EH”. Boots with Electrical Hazard Protection meet ANSI Z41 PT99 standards to provide protection from open circuits. The soles of Electrical Hazard Safety Shoes provide a safety barrier to protect employees from open electrical currents up to 600 volts. Electrical Footwear with this rating is insulated to help ground electricity from accidental contact with live circuits or electrical equipment. These “EH” rated footwear can have either steel or composite safety toes with their outer coating in good condition completely covering the steel toe.

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- c. Where safety shoes are required, it is mandatory for the employees to wear those shoes on the job.
- d. Employees are responsible for maintaining the condition of their footwear.
- e. Safety toed shoes with insulation are to be worn by electricians and electrician helpers to guard against electrical shock.
- f. Rubber boots and hip and knee high (if water is 12” or more in depth) are required to be worn when working in water, sludge, and washroom flooding.
- g. Footwear must be replaced or repaired if holes are present in soles or soles separate from the upper shoe/boot.
- h. Those working outdoors in ice and snow conditions should wear ice traction slip on’s.
- i. Chain Saw operators must wear safety shoes or boots having CS marking indicating compliance with ASTM F2413-11.

**J. Safety shoes for electrical qualified** workers must be Non-conductive footwear marked “EH”. Boots with Electrical Hazard Protection meet ANSI Z41 PT99 standards to provide protection from open circuits. The soles of Electrical Hazard Safety Shoes provide a safety barrier to protect employees from open electrical currents up to 600 volts. Electrical Footwear with this rating is insulated to help ground electricity from accidental contact with live circuits or electrical equipment. These “EH” rated footwear can have either steel or composite safety toes with their outer coating in good condition completely covering the steel toe.

**Hand Protection:** The human hand is one of the most versatile and valuable tools available to workers. At the same time it is one of the parts of the body that is most susceptible to injury.

Gloves shall be provided and worn whenever handling material which could electrocute, tear, cut, burn, irritate, pinch or otherwise injure the hands or fingers.

The type of glove worn should be based on the hazard being protected against. Examples when gloves are required, include, but are not limited to these hazards:

- Handling wire rope
- Handling wood
- Handling corrosives , solvents, detergents (elbow length rubber or latex gloves)
- Welding/cutting
- Handling pesticides (elbow length rubber gloves)
- Handling asphalt or hot patch
- Handling concrete
- Handling batteries
- Jack hammer (anti - vibration gloves are needed)
- Chain saw or hedge trimmer

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- Electricians –
  - ✓ Rubber insulating gloves - classified by the level of voltage the worker is exposed to. These must be worn with leather protector gloves.
  - ✓ Leather protector gloves - must have a minimum of 0.7 mm of leather thickness.
  - ✓ Liner Gloves - can be worn to reduce the discomfort of wearing rubber insulating gloves in all seasons, for year round use. Liners absorb perspiration in the warm months and provide warmth in the winter.

**Note:** Voltage rated Rubber gloves worn underneath leather protector gloves must be inspected before use for any damage as well as be “air tested”. Such gloves also need to be electrically tested per ASTM F 496 every 6 months or replaced.

**Life Jackets (Personal Flotation Device (PFD)):** All personnel on a water vessel must wear a US Coast Guard Approved Life Jacket. ( Type III - intended to turn some unconscious persons from a face down position in the water to a position where the wearer's respiration is not impeded.) This type of jacket comes in different categories for the type of vessel it will be worn on i.e. Kayak, boat.

In addition, each wearer should have a whistle.

Life Jackets should be inspected per manufacturers instructions minimum of annually; faded, torn jackets must be disposed of.

**Ear Protection:** Employees are provided earplugs that are designed to provide protection from hazardous noise.

Employees are required to utilize the earplugs when working in areas or performing certain jobs where the levels have been determined to be 90 db or greater or there is a potential for an arc flash while working on electrical equipment.

Cotton is not to be used as an earplug.

Examples of some areas or jobs where such db can be found are:

- Leaf blowers
- Chain saws
- Concrete saws
- Wood chippers
- Jack hammers
- Table saws
- Pump stations
- HVAC blower rooms

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### Electricians PPE:

Levels of PPE for Hazard / Risk Category per NFPA 70E

- 1 Arc rated clothing of 4 cal/cm of long sleeves and pants or arc rated coverall and outer clothing such as a parka or rain gear. Arc rated face shield or arc flash suit hood. Non-conductive safety glasses, rubber insulated gloves, safety shoes and a hard hat with optional liner. Hearing protection, heavy duty work gloves.
- 2 Arc rated of 8cal/cm long sleeves and pants or coverall and outer clothing such as a parka or rain gear, Arc rated flash suit hood or arc rated face shield with arc rated balaclava, Hearing protection, non-conductive safety glasses, safety shoes, and rubber insulated gloves with leather protectors.
- 3 Arc rated 25 cal/cm long sleeve shirt, pants and. Arc outer clothing such as a parka or rain gear rated suit with hood. Hard hat, Non-conductive safety glasses or goggles, hearing protection, rubber insulated gloves with leather protectors, safety shoes.
- 4 Arc rated 40 cal/cm long sleeve shirt and pants under arc flash rated suit with arc rated hood, hard hat, Non-conductive safety glasses or goggles, hearing protection, rubber insulated gloves with leather protectors, safety shoes.

**Note:** For electrical hazard / risk category's 1 thru 4 socks and underwear consisting of melt able fibers such as acetate, nylon, polyester, polypropylene and spandex should not be worn. (*an incidental amount of elastic used in nonmelting fabric underwear or socks is permitted.*)