

Author:	DMV Safety – Gary Wright	Revision #:	2
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## SAFE OPERATING PROCEDURES

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### Personal Protective Equipment - DMV

**SOP 10-15**

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#### **Data Entry Clerk**

- Adjustable ergonomic chair with arm rest
- Access to ergonomic assessments (request through NCDMV Safety)
- Document holder
- Wrist rest (if needed)
- Sufficient office lighting
- Anti-glare screen cover (if needed)
- Telephone headset (if needed)
- Footrest (if needed)
- Keyboard trays (if needed)
- Height adjustable monitor

#### **Office Staff**

- Adjustable ergonomic chair with armrest
- Access to ergonomic assessments (request through NCDMV Safety)
- Sufficient office lighting
- Anti-glare screen cover (if needed)
- Telephone headset (if needed)
- Footrest (if needed)
- Keyboard trays (if needed)
- Height adjustable monitor

#### **Call Center Staff**

- Adjustable ergonomic chair with armrest
- Access to ergonomic assessments (request through NCDMV Safety)
- Sufficient office lighting
- Anti-glare screen cover (if needed)
- Telephone headset (if needed)
- Footrest (if needed)
- Keyboard trays (if needed)
- Height adjustable monitor

### **Mail Room Staff**

- Adjustable ergonomic chair with armrest
- Access to ergonomic assessments (request through NCDMV Safety)
- Sufficient office lighting
- Anti-glare screen cover (if needed)
- Abrasive/cut resistant gloves
- Safety glasses (if needed)
- Safety toe shoes
- Footrest (if needed)
- Keyboard trays (if needed)
- Height adjustable monitor

### **Plate Distribution and Supply & Logistics Staff**

- Adjustable ergonomic chair with armrest
- Access to ergonomic assessments (request through NCDMV Safety)
- Sufficient office lighting & warehouse lighting
- Safety toe shoes
- Anti-glare screen cover (if needed)
- Abrasive/cut resistant gloves (if needed)
- Safety glasses (if needed)
- Footrest (if needed)
- Keyboard trays (if needed)
- Height adjustable monitor

### **Scan Center Staff**

- Adjustable ergonomic chair with armrest
- Access to ergonomic assessments (request through NCDMV Safety)
- Sufficient office lighting
- Anti-glare screen cover (if needed)
- Abrasive/cut resistant gloves
- Safety glasses (if needed)
- Safety toe shoes
- Footrest (if needed)
- Keyboard trays (if needed)
- Height adjustable monitor

### **Law Enforcement Activities**

- Bulletproof vest
- Firearm
- Detainee restraints (e.g. handcuffs)
- Flashlights, flares
- First aid kit
- Safety stand/traffic cone
- White gloves
- Rubber gloves
- Reflective vests
- Baton
- Whistle
- Mobile and portable viper radios

### **Firearms Training**

- Hearing protection
- Safety glasses, appropriately rated
- Bulletproof vest
- First aid kit

### **Driver's License and CDL Examiners**

- Adjustable ergonomic chair with arm rest
- Access to ergonomic assessments (request through NCDMV Safety)
- Document holder (if needed)
- Wrist rest (if needed)
- Sufficient office lighting
- Anti-glare screen cover (if needed)
- Telephone headset (if needed)
- Safety vest (if needed)
- Footrest (if needed)
- Keyboard trays (if needed)
- Height adjustable monitor

## **School Bus and Traffic Safety**

- Adjustable ergonomic chair with arm rest
- Access to ergonomic assessments (request through NCDMV Safety)
- Document holder (if needed)
- Sufficient office lighting
- Anti-glare screen cover (if needed)
- Telephone headset (if needed)
- Safety Vest (if needed)
- Safety toe shoes (if needed)
- Keyboard trays (if needed)
- Height adjustable monitor
- Footrest (if needed)