

Personal Protective Equipment (PPE)

(Enter Company Name) hereinafter referred to as "The Company" concerned about the protection of its employees from occupational injuries and illnesses. All employees of The Company have and assume the responsibility of working safely. The objective of this program is to:

- Provide safety standards specifically designed to cover Personal Protective Equipment (PPE).
- Ensure that each employee is trained and made aware of the safety procedures which are associated with Personal Protective Equipment (PPE).

The Company (here after called THE COMPANY) knows that safe employees and improved employee morale are but a couple of the many benefits of working safely and having an effective safety program. Personal Protective Equipment (here after called PPE) is one tool THE COMPANY uses in their effort to eliminate on the job injuries and illnesses.

Our standards require that PPE be used by employees whenever workplace hazards are discovered that could damage any part of the body. In addition, THE COMPANY requires all employees to wear PPE, such as but not limited to, safety glasses, face shields, safety shoes, hearing protection (ear plugs/ear muffs), gloves, etc. as required by their job duties. PPE is to be used as a tool to eliminate and/or reduce the hazards employees face in their daily job duties.

NOTE: PPE is not to be used and will not be used as a substitute for safe work practices, machine guards, or other controls designed by equipment manufacturers or other engineering sources. PPE is to be used in conjunction with these controls to increase employee protection.

This program serves as a reinforcement of THE COMPANY commitment to the safety and health of its employees. Again, PPE is a tool, which when used correctly, reduces the hazards employees face on the job.

Conduct a Hazard Assessment

You are required to conduct a hazard assessment of each job site to determine if hazards are present or likely to be present which require the use of PPE. Help us out, you have to work on these job sites! If hazards or the likelihood of hazards are found, you must do the following:

- Use the PPE that will protect you from the hazards identified.
- Communicate the information found to other employees that will be affected by the hazards.
- Make certain selected PPE properly fits

Pre-job briefings provide good opportunities to perform the needed personal protective equipment (PPE) hazard assessment, which should also be done whenever there are significant changes to or problems with the work to be done. It is the responsibility of all departments to certify that hazard assessments are being properly performed.

Selection of PPE

Once the hazards of a workplace have been identified, the Safety Program Manager will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e., methods that do not rely on employee behavior, such as engineering controls.

If such methods are not adequate or feasible, the Safety Program Manager will determine the suitability of the PPE presently available, and as necessary, will select new or additional equipment that ensures a level of protection greater than the minimum required to protect our employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards that have been incorporated into the PPE regulations as follows:

- Eye and Face Protection ANSI Z87.1-1989
- Head Protection ANSI Z89.1-1986
- Foot Protection ANSI Z41.1-1991
- Hand Protection (There are no ANSI standards for gloves; however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.)

Use and Maintenance

PPE is not to be used for purposes other than its intended use. For example, do not use a hard-hat as a hammer or a fall-protection harness as a tow-rope. Employees must inspect each piece of equipment to make sure it is free of cracks, broken components or damaged components *before and after each use*. Store PPE in safe locations so that the PPE will not be damaged when it is not in use. PPE used properly, maintained properly, stored properly, and taken out of service when its useful life has expired will be more beneficial to the wearer.

Eye and Face Protection- Regulatory requirements are contained in 29 CFR 1910.133

On any THE COMPANY job site when employees are exposed to any eye and/or face hazard ALL EMPLOYEES MUST BE WEARING EYE AND/OR FACE PROTECTION

Employees exposed to any eye or face hazards such as, flying particles, liquid chemicals, putties, caulking, acids or other caustic liquids, along with injurious light radiation (such as Welding arcs) are required to wear the appropriate eye and face protection. The specific work place hazard determines what type of protective equipment shall be worn.

Description and Use of Eye/Face Protectors

- a) **Safety Glasses.** Safety eyeglasses (spectacles) are made with safety frames, tempered glass or plastic lenses, temple and side shields. Safety glasses provide eye protection from moderate impact and particles encountered in job tasks such as grinding, scaling, woodworking, etc. Safety glasses are also available in prescription form for those persons who need corrective glasses.
- b) **Safety Goggles.** Vinyl framed goggles of soft pliable body design provides adequate eye protection from many hazards such as hazardous chemicals. These goggles are available with clear or tinted lenses, and perforated, port vented or non-vented frames. Safety goggles provide superior protection to spectacles and may be worn in combination with spectacles or corrective lenses to insure protection along with proper vision.

- c) **Face Shields.** These normally consist of adjustable headgear and face shield of tinted/transparent acetate or polycarbonate materials. Face shields are available in various sizes, tensile strength, impact/heat resistance and injurious radiation filtering capacity. Face shields will be used in operations when the entire face needs protection and should be worn to protect eyes and face against flying particles, metal sparks, and chemical/biological splash. Face shields must always be worn over safety glasses or goggles. They must never be worn alone.

The following Eye and Face Protection Chart describes some hazards that might be encountered and the proper protective equipment to be used. If unsure of the proper protection, ask a supervisor or safety specialist.

Table 1
Eye and Face Protection Selection Chart

Source	Assessment of Hazard	Protection
IMPACT -- Chipping, grinding machining, masonry work, woodworking, sawing, drilling, chiseling, powered fastening, riveting, and sanding	Flying fragments, objects, large chips, particles sand, dirt, etc	Spectacles with side protection, goggles, face shields. See notes (1), (3), (5), (6), (10). For severe exposure, use faceshield.
CHEMICALS -- Acid and chemicals handling, degreasing plating	Splash	Goggles, eyecup and cover types. For severe exposure, use face shield. See notes (3), (9).
	Irritating mists	Special-purpose goggles.
DUST -- Woodworking, buffing, general dusty conditions	Nuisance dust	Goggles, eyecup and cover types. See note (8).

Notes to Eye and Face Protection Selection Chart:

- (1) Care should be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards should be provided. Protective devices do not provide unlimited protection.
- (3) Faceshields should only be worn over primary eye protection (spectacles or goggles).
- (5) As required by the standard, persons whose vision requires the use of prescription (Rx) lenses must wear either protective devices fitted with prescription (Rx) lenses or protective devices designed to be worn over regular prescription (Rx) eyewear.
- (6) Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment. It should be recognized that dusty and/or chemical environments may represent an additional hazard to contact lens wearers.
- (8) Atmospheric conditions and the restricted ventilation of the protector can cause lenses to fog. Frequent cleansing may be necessary.
- (9) Ventilation should be adequate, but well protected from splash entry. Eye and face protection should be designed and used so that it provides both adequate ventilation and protects the wearer from splash entry.

(Table 2 - 1 is adapted from the OSHA General Industry Standard for PPE -- 29 CFR 1910.133.)

If flying objects are present, such as saw dust and/or wood particles, eye wear with side protection is required to be used.

Employees who wear prescription lenses while engaged in operations that may present an eye hazard are to wear eye protection designed to fit over their prescription glasses without disturbing the proper positioning of their prescription lenses or the over-sized protective lenses. Prescription glasses with approved safety lenses, frames, and non-removable side shields may be used as well. The employee is to decide which eye

protection tool they would rather use. The employee may consult their registered optometrist for help in selecting such prescription safety glasses.

Each piece of eye and face protective equipment is required by OSHA to:

- Have the manufacturer's identity clearly marked.
- Be reasonably comfortable.
- Fit properly.
- Be durable.
- Be capable of being cleaned and disinfected.
- Be easily cleaned and disinfected.
- Be in good condition.

Head Protection-Regulatory requirement are contained in 29 CFR 1910.135

Employees are to wear the proper head protection where there is a potential hazard of falling objects, where overhead work is being performed, or when heavy-equipment operations are being performed in the immediate work area. In other words, if you are working around anything that can fall on your head, hit you in the head, or come loose and knock you in the head you **MUST** wear a hard-hat. On any **THE COMPANY** job site on which people are working from scaffolding, or there is heavy equipment operation being performed, **ALL EMPLOYEES MUST BE WEARING HARD-HATS**.

Primarily, hard-hats are to be worn to protect employees against impact, falling, and/or flying objects, and to provide some protection against electrical hazards.

The shell, or hard part of a hard-hat, must be stamped with the manufacturer's name, something along the lines of "ANSI Z-89.1-1969" and the class specification of the hard-hat.

- Class A hard-hats are general duty hard-hats offering limited voltage protection. Unless instructed otherwise by Construction Supervisor Class A hard-hats are to be worn on all **THE COMPANY** construction sites.
- Class B hard-hats are to be used when there is an exposure to high voltage. Such as installing electric utility lines.
- Class C hard-hats are not to be worn on any **THE COMPANY** job site.

Foot Protection--Regulatory requirement are contained in 29 CFR 1910.136

Employees shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards

Safety footwear with impact protection is required to be worn in work areas where carrying or handling materials such as packages, objects, parts or heavy tools, which could be dropped, and for other activities where objects might fall onto the feet. Safety footwear with compression protection is required for work activities involving skid trucks (manual material handling carts), around heavy pipes, or other activities in which materials or equipment could potentially roll over an employee's feet. Safety footwear with puncture protection is required to prevent foot injuries from occurring where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal, etc., could be stepped on by employees.

Minimum Footwear Requirements

Employees exposed to foot hazards shall wear sturdy shoes (firm toe and uppers). In work areas containing foot hazards, sandals, moccasins, open-toe shoes or shoes with canvas uppers shall NOT be worn. Shoes with spiked or similar type heels shall not be worn into areas where floor grating is located.

The following is a list of the types of foot hazards that might be encountered in the work place along with some recommended protective footwear.

HAZARD: falling and rolling objects, cuts and punctures

PROTECTION: steel-toe safety shoes; add-on devices: metatarsal guards, metal foot guards, puncture-proof inserts, shin guards

HAZARD: Chemicals, solvents

PROTECTION: footwear with synthetic stitching, and made of rubber, vinyl or plastic

HAZARD: electric current

PROTECTION: shoes or boots with rubber soles, and heels, no metal parts and insulated steel toes

HAZARD: extreme cold

PROTECTION: shoes or boots with moisture- or oil-resistant insulation, and that can repel water (if this is a problem); insulated socks

HAZARD: slips and skids (from wet, oily shoes with wooden soles or cleated, surfaces)

PROTECTION: non-slip rubber or neoprene soles; non-skid sandals that slip over shoes; strap-on cleats for icy surfaces

HAZARD: wetness

PROTECTION: lined rubber shoes or boots; rubbers or shoes of silicone-treated leather

HAZARD: static electricity

PROTECTION: shoes or boots with heels and soles of cork or leather

The most important factor in footwear selection is proper fit. Use the following guidelines to ensure proper fit.

- Ensure the shoe fits the foot's arch from heel to ball, which helps provide appropriate toe room.
- Check for quality materials and construction.
- Make sure there is sufficient foot clearance at the steel toe.
- Use the fitting process to determine correct size, remembering to measure both feet.
- Walk in the shoe and make sure it fits comfortably and adjusts to the foot, with little "break-in" time needed.

All footwear requires routine inspection for cuts, holes, tears, cracks, worn soles and other damage that could compromise the footwear's protective qualities. Outsoles should be kept free of stones, tacks, nails and other debris. Footwear should be cleaned according to the manufacturer's instructions.

Hand Protection- Regulatory requirement are contained in 29 CFR 1910.138

When there is a chance that an employee could receive splinters, cuts, abrasions, exposures to high and low temperatures, exposures to chemicals, and exposures to vibration, hand protection will be made available to employees of THE COMPANY. If a task or job site offers hazards that may cause hand injuries protective gloving will be mandatory. Selection of the hand protection will be based on the tasks to be performed, the conditions present, the duration of use and the hazards and potential hazards that are present.

The following Sections describe some hazards that might be encountered and the proper protective equipment to be used.

1. Chemical Hazards

Acids and bases (corrosives) will cause chemical burns on contact with the skin. Solvents, cleaning compounds and insulating fluids can irritate the skin, causing rashes, blistering and, in some cases, skin eruption. Some chemicals can be absorbed through the skin, causing effects in other parts of the body. Whenever handling any chemicals, hand protection should be used in combination with work practices to keep skin contact down to a minimum. As different gloves provide different degrees of protection against specific chemicals, the type of glove used must be based upon the glove material and the chemical exposure.






2. Protection Against Temperature Extremes

Some operations place employee hands and arms near hot environments or require them to handle hot materials, such as handling hot appliances. These exposures have the potential for burning the skin. Leather gloves may be worn in some of these situations to protect against these hazards. Alternatively, calcium silicate woven gloves (insulated gloves) may be used to provide protection. Extremely cold (cryogenic) materials such as dry ice also cause burns on exposed skin, and require the use of hand protection.

3. Protection Against Impact and Cuts

Manual handling of materials provides ample opportunity for hands to be cut, abraded, pinched and struck. Gloves used should provide protection against the hazards. For tasks requiring the use of cutting tools or handling of materials with sharp edges, cut resistant gloves (Kevlar) or heavy leather work gloves will provide a good level of protection. **However, when operating moving machinery such as drills, saws, grinders or other rotating and moving equipment, gloves SHOULD NOT be worn, as the equipment could catch the glove and pull the employee's hand into the hazardous areas.**

The following is a guide to the most common types of protective work gloves and the types of hazards they can guard against:

Hazard	Type of Glove	
Contact with biological or chemicals other than oils, solvents, corrosives or toxic material	Impervious disposable gloves: Disposable gloves, usually made of lightweight rubber, latex, or nitrile can help guard against mild irritants.	
Contact with oils, solvents, corrosives, or toxic material	Chemical-resistant utility gloves: Chemical resistant gloves may be made of rubber, nitrile, neoprene, polyvinyl alcohol, or vinyl, etc. These gloves protect hands from corrosives, oils, and solvents. When selecting chemical resistant gloves, be sure to consult the manufacturers' recommendations, especially if the gloved hand will be immersed in the chemical.	
Laceration	Cut-resistant material (e.g. Kevlar™): Metal mesh gloves are used to protect hands from accidental cuts and scratches. Persons working with cutting tools, scalpels, scissors, or other sharp instruments use them most commonly.	
Abrasion, cut, or puncture	Canvas or leather work gloves: (1) Fabric gloves are made of cotton or fabric blends and are generally used to improve grip when handling slippery objects. They also help insulate hands from mild heat or cold. (2) Leather gloves are used to guard against injuries from sparks or scratches. They are also used in combination with an insulated liner when working with electricity.	
Contact with hot or cold objects	Welders', aluminized, insulated, cryo, and freezer gloves are a few of the types of gloves used to insulate hands from intense heat or cold.	

**Hearing Protection-Regulatory requirement are contained in 29 CFR 1910.95
High Noise Levels Damage Hearing**

Exposure to high noise levels may cause damage to the ear, resulting in temporary or permanent hearing loss. To reduce the potential for hearing loss, all employees whose noise exposure equals or exceeds an eight hour time-weighted average (TWA) of 90 decibels (dBA), ear protective devices shall be provided and used.

All employees who work in close proximity to or operate power saws, power actuated nail guns, and jack hammers are required to use the appropriate hearing protection. Hearing protection will also be used whenever the site supervisor deems it necessary. The use and care of hearing protection will be in compliance with OSHA standard 29 CFR 1926.52, Occupational noise exposure.

Respiratory Protection -Regulatory requirement are contained in 29 CFR 1910.134

Engineering controls, substitution using a less hazardous product, and administrative controls will be attempted in an effort to eliminate or safely minimize respiratory protection. If these safety controls do not effectively reduce respiratory exposures to permissible OSHA levels, then personal protective will be required as needed to properly protect employees from respiratory exposures.

Employees who elects to voluntarily use a respirator, including a dust mask, will be provided with a copy of our Written Voluntary Respirator Protection Program, along with OSHA's Appendix D, either in English or Spanish, prior to the employee's first voluntary use of a respirator after the Effective Date of this Program.

[Company] will provide a medical evaluation for each employee who elects to voluntarily use a respirator (other than a dust mask) prior to the employee's first use of a respirator after the Effective Date of this Program. The purpose of the medical evaluation is to determine the employee's ability to use a respirator.

Protective Clothing-Regulatory requirement are contained in 29 CFR 1910.120

Each affected employee shall wear approved protective clothing when exposed to conditions where skin absorption of a hazardous substance could occur. All protective clothing that is non-disposable shall be properly cleaned and disinfected after each use. Disposable equipment shall be properly discarded. Regular inspections shall be made for tears or rips, seam discontinuities or pin holes. Immediately dispose of any defective clothing.

Selection and Fit

THE COMPANY personnel should follow this procedure when selecting PPE:

- Become familiar with the potential hazards, the type of equipment to be used and the personnel whom will be doing the job. What can happen when this job/task is performed?
- Select the protective equipment and PPE that will offer a greater level of protection than the minimum protection required.
- Train employees proper usage, maintenance and storage of selected PPE.

After the PPE has been selected, make certain that the equipment provides a comfortable fit. This will assure continued use of the equipment.

NOTE: All employees supplying their own equipment, PPE or otherwise, must have the equipment approved by Direct Supervisor or other authorized COMPANY personnel. All equipment used on THE

COMPANY job sites must be in good condition and properly maintained. Defective and damaged equipment will not be permitted.

Training

THE COMPANY will train each employee how to use the required PPE. PPE training will include the following:

- When PPE is to be worn.
- What PPE is to be worn?
- How to properly put on, take off, wear, and adjust PPE.
- The limitations of PPE.
- How to properly care for, maintain, and dispose of PPE. The useful life of each piece of PPE will be explained as well.

After training, each employee is to demonstrate an understanding of the training and ability to use PPE properly before performing work while wearing the appropriate PPE. If there are any questions as to an employee's understanding of the training requirements, retaining is to be conducted. Retraining will also be conducted when different or new types of PPE are to be used.

Refresher training courses are to be held each year.

Please see the PPE Training Checklist and Training Guide on the following pages.

Enforcement

An employee that fails to wear required personal protective equipment (as stated in this policy) could be subject to a one day suspension without pay. A repeat offense may result in further disciplinary action up to and including termination.

Conclusion

No one is more responsible for your safety and health than you are! These programs along with our other safety materials are tools you use to work safely so that you may return home to your families at the end of each day.

PPE Training Checklist

I have been trained and understand the following PPE requirements:

- | | Initials |
|--|----------|
| 1. When PPE is necessary | _____ |
| 2. What PPE is necessary | _____ |
| 3. How to adjust, and wear PPE | _____ |
| 4. Limitations of PPE | _____ |
| 5. Proper care, maintenance, and disposal of PPE | _____ |

I may require retraining when the following occurs:

1. My workplace changes and this training is out of date. _____
2. New or different types of PPE are to be used. _____
3. I have been observed misusing or not using the required PPE. _____

NOTE: All employees are required to be trained how to properly put on, take off, maintain and use PPE.

Trainer's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

Personal Protective Equipment

I have read and understand the Personal Protective Equipment policies and procedures (www.guardforlife.com) and agree to abide by them. I understand that any violation of the above policies is reason for disciplinary action up to and including termination.

Employees Name (PRINT)	Employee Signature

Date