

SECTION 25: Personal Protective Equipment (PPE)

I. PURPOSE

This guideline establishes the requirements to be followed to prevent injury by providing the proper personal protective equipment (PPE), identifying where it is to be used and enforcing its required use.

II. GENERAL

Precautions shall be taken to prevent personal injury due to hazards associated with the performance of jobs under hazardous conditions. There is a minimum PPE requirement RW LaPine expects employees to abide by (Minimum PPE Requirements Below). Through risk assessment, additional PPE may be required to perform different tasks throughout the day. The assessment is documented in the form of the RW LaPine daily huddle. Adequate protection against the highest level of each of the hazards should be provided. This guideline outlines terminology, responsibilities, and reviews basic principles to ensure safety and efficiency through the proper use of personal protective equipment (PPE).

Hierarchy of Controls: eliminate the hazard; substitute the hazard (i.e., use different chemical that would be less toxic); engineer the hazard out (i.e., use vacuum devices); use administrative methods to reduce hazards (i.e., move to another area); use PPE as a last line of defense. PPE minimum requirements can be referenced below; however, these are minimal requirements, and depending on the task, additional PPE could be required.

MINIMUM CONSTRUCTION REQUIREMENTS



MINIMUM SERVICE REQUIREMENTS



MINIMUM SHOP REQUIREMENTS



III. DEFINITIONS

dBa - A unit of sound measurement closest to the manner in which humans perceive the degree of loudness of sound.

Flame-Resistant Clothing (FRC) - Clothing made of fabric that retards burning (i.e., Nomex).

Metatarsal - The middle section (or instep) of the foot, not the toe or the heel.

IV. RESPONSIBILITY

A. RESPONSIBLE MANAGER/SUPERVISOR

The Responsible Manager/Supervisor shall ensure that adequate supplies of PPE are on hand and enforce the use of required PPE

B. EMPLOYEES

Employees shall be trained to know when to use PPE and shall use the appropriate PPE at all times. Employees shall remove damaged PPE from use and report the need for replacement.

C. SAFETY DIRECTOR

The Safety Director shall perform job/task safety analyses and document the findings in order to identify PPE needs. Additional responsibilities include:

- Ensuring that the inspection of personally assigned PPE is performed.
- Ensuring that adequate supplies of appropriate PPE are available for use.
- Performing an analysis of the possible need for Flame Retardant Clothing (FRC).
- Marking areas with signs to identify special PPE needs.
- Training employees (or arranging training) on the proper use of PPE.

V. PROCEDURE

A. GENERAL REQUIREMENTS

General Requirements for personal protection equipment (PPE) are as follows:

- PPE shall meet ANSI standards (or equivalent), meet NIOSH or MSHA or equivalent requirements.
- Affected employees shall be trained in the selection, use, care, and limitations of the PPE they use, and shall wear PPE that is appropriate to the job or that is required for the area in which they are working.
- Electrical work shall require compliance with NFPA 70E.
- PPE shall be inspected by the user before each use and defective or damaged PPE shall be replaced immediately.
- Areas with specific PPE requirements shall be marked appropriately.
- The Company shall supply employees with all required PPE (Safety Toe Shoes excluded).
- Necessary PPE shall be provided to visitors during their visit to Company projects or facilities.
- All PPE must be reviewed with employee(s) for proper sizing, including safety shoes, safety

glasses, hard-hats, gloves, masks and proper fall protection equipment. If the size is too small or large, special ordering might have to be conducted for proper fit.

- While performing work on customer property, customer PPE requirements may differ from those presented in this policy. If the customer requirements do differ from those in this policy, the more stringent requirement will be followed (i.e., bump caps vs. customer requirements). The Safety Director can help in making a determination.

B. CLOTHING

Clothing shall be reasonably clean. Clothing contaminated with oil, dirt or other materials can cause skin irritation by holding those materials in contact with the wearer's skin. Flammable substances on clothing constitute a fire hazard. Additional precautions are as follows:

- The use of Flame-Retardant Clothing (FRC) shall be evaluated by the Safety Representative for the specific facility. Identified FRC requirements shall be met with the appropriate grade of Nomex or equivalent. Areas requiring FRC shall be posted.
- Clothing shall be kept close to the body so that it does not snag or get caught in machinery. Long-sleeved shirts shall be buttoned at the wrist and shirt tails shall be tucked into trousers.
- Sleeveless shirts and blouses, tank tops, muscle shirts, mesh fabric shirts, uncontrolled long sleeves and similar inappropriate non-work clothing shall not be worn in project areas.
- Clothing shall not be used to clean welding torch tips, as acetylene-impregnated clothing is highly flammable. Following are requirements for welding apparel:
 - Clothing shall protect the skin from hot sparks, electric arc, and welding rays.
 - Leather chaps, aprons and sleeve guards shall be worn when necessary.
 - Clothing with synthetic fabrics, open shirt pockets or pant cuffs that can catch sparks or slag shall not be worn.

C. JEWELRY AND HAIR

Employees shall review the tasks to be performed and consider whether there is a danger of catching jewelry on equipment. This can result not only in loss of the jewelry but in personal injury.

During fieldwork employees shall remove any item that could present a hazard during fieldwork (i.e., finger rings, watches, bracelets, necklaces and other jewelry).

Long, uncontrolled hair can be caught in machinery and result in severe injury. Hair shall be maintained short or controlled in a manner that does not pose a hazard where appropriate.

D. EYE AND FACE PROTECTION

Safety glasses shall be worn, unless one's prescription makes it infeasible; then, prescription safety glasses meeting ANSI Z87.1 standards shall be worn. A prescription eyeglass program is not available at RW LaPine. Employees must provide their own required ANSI Z87.1 prescription glasses when working.

Eye and Face Protection requirements include the following:

- Safety glasses must be worn on all jobsites and in shop areas.
 - Safety glasses are required in offices, parking lots, and outside project areas, when there is potential for exposure to flying objects.
 - Safety glasses that have been approved for use by Company employees:
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- Clear plastic safety glasses meeting ANSI Z87.1 standards.
 - Prescription safety glasses meeting ANSI Z87.1 standards.
 - **NOTE:** Prescription safety glasses meeting ANSI Z87.1 standards shall have “Z87” stenciled on the temple bar of the glasses. The “Z87” stencil is a requirement of the standard. Prescription glasses that do not have “Z87” on the temple bar are not approved safety glasses.
 - Fixed-tint or shaded lenses that meet ANSI Z87.1 standards shall only be worn for outdoor work during daylight hours. Photo gray .5 or less prescription safety glasses meeting ANSI Z87.1 standards equipped with the side shields are acceptable.
 - Tinted safety glasses are not approved to wear indoors.
- Areas where additional eye and face protection is required shall be clearly marked and protective equipment shall be readily available.
- Tasks requiring additional eye and face protection (regardless of where the task is performed) shall be identified, and eye and face protection made available.
- Safety glasses shall be cleaned and returned to the storage area after use.
- When wearing safety glasses, the following precautions shall be taken:
 - Rigid side shields shall be required on all safety glasses. The side shields shall be manufactured for the specific frames but need not be permanently attached.
 - Glasses damaged in the course of work shall be replaced at the company’s expense.
 - Visitors shall be furnished with safety glasses during visits. Non-safety prescription glasses wearers shall be required to wear goggles over the prescription glasses.
- Goggles generally provide more complete protection than safety glasses for both impact and chemical exposure, and shall be required in the following circumstances:
 - On windy days when working with dry materials outdoors.
 - When working with trimmers or edgers.
 - When there is potential for exposure to irritant chemical splash or mist.
 - When a hazard presents a severe hazard, or is destructive to skin tissue, a face shield shall be worn over goggles.
 - When there is potential for exposure to nuisance dust (i.e., sandblasting, sanding, generally dusty conditions).
- Welding goggles or a welding hood shall be worn by welders and welders’ helpers with American Optical Caliber Super Armor Plate lenses with the Breeze Catcher side shields and Comfort Cable temples or the equivalent. The protection level of these goggles is required and comfort of this model of welder’s goggle is highly recommended. Lens shades shall be selected based on the type of welding to be done.

E. FACE SHIELDS

Following are requirements for protection when wearing face shields:

- Face shields shall be equipped with a means of firmly attaching them to the appropriate head protection.
- Face shields shall be used with safety glasses or goggles when working with, but not exclusive to, cordless drills, demo saws, skill saws, hammer drills, etc.
- Face shields must be worn when there is potential for splash, such as ethylene glycol ops and propylene glycol ops.
- Face shields and goggles must be worn when making “first breaks” on lines that contained hazardous chemicals.

- Face shields must be worn when there is potential for exposure to severe hazardous chemicals, or chemicals destructive to the skin tissue.
- Face shields shall be used when working overhead (i.e., grinding, drilling, scraping, etc.).
- Face shields shall never be used as primary eye protection. Safety glasses or goggles shall be worn with them at all times.
- Welding or filtered lens face shields must be worn when using torches or “rosebuds.”

F. WELDING HELMETS

Employees should adhere to the following:

- Welding helmets must be worn when performing electric arc welding.
- Welding helmets shall be worn when performing electric arc gouging.
- Welding helmets used for electric arc welding or gouging should be equipped with lenses rated 10-14.
- Welding helmets shall be the type that attach to the hard hat when working on a construction site, outside of the shop environment.

G. HEAD PROTECTION

Head Protection requirements include the following:

- Head protection must meet ANSI Class E or C standards or the equivalent.
- Head protection shall be inspected by the wearer regularly to ensure that the suspension system is secure and undamaged. In addition, the shell shall be free of gouges, dents and other damage and not brittle from age or exposure to chemicals. Damaged head protection shall be replaced immediately.
- Aluminum or other metal head protection shall not be worn.
When head protection is designed with chin strap, chin strap shall be worn when working.
- Bump caps for service technicians are to be worn when not wearing a hardhat.

H. FOOT PROTECTION

Foot Protection shall be used in the following manner:

- Approved safety toe must meet ANSI standards or the ASTM F2413-11 standard, which will be on the tongue of the boot, and be suitable for field work (Company does not supply foot wear).

I. HAND PROTECTION

Hand Protection shall be used in the following manner:

- The minimum RW LaPine glove standard is cut level A4.
- Gloves may change depending on the type of work being done but shall never be below the minimum standard.
- Gloves shall be worn at all times when the hands are exposed to potential injury.
- Gloves shall not be worn when working on or around rotating equipment such as lathes, mills, drill presses and similar equipment.
- Employees shall request gloves based on the work to be done and/or the chemicals they shall

handle. The Safety Data Sheet (SDS) for the chemicals to be handled shall be consulted to determine the type of glove needed.

- Several types of gloves shall be stocked at all times. Unusual (not usually stocked) gloves shall be requisitioned for a given task.
- Requirements for care of electrical protection rubber gloves are as follows:
 - Gloves shall be stored in glove bags with the cuffs down.
 - Gloves shall not be stored or worn inside out.
 - Employees shall inspect the gloves before each use using the air test method for detection of holes. Look for scratches, cracked rubber, snags, blisters, embedded foreign matter or other defects. Defective gloves and their protectors shall be returned to the supply point or other location, as appropriate.
 - Gloves shall be electrically tested every 6 months. Records of the issue and test dates shall be kept with the gloves.
 - Leather protectors shall be worn over rubber gloves when there is a possibility of making contact with a wire or when on a pole or structure carrying a wire.

J. HEARING PROTECTION

Hearing Protection shall be worn by employees and visitors in areas marked as high noise areas and when exposed to noise levels equal to or greater than 85 dBA (decibels on the A-weighted scale). Following are additional requirements for using hearing protection:

- Hearing protection is recommended whenever the employee thinks the noise level may be over 85 dBA, whether the area is marked or not. Unmarked high noise areas shall be reported to the Safety Representative for sound level evaluation.
- Specific hearing protection is required when exposed to hot sparks or molten metal.
- Certain noise sources are necessarily extremely loud. These sources include compressors and turbines. When working with or near these noise sources, compliance with the following is required:
 - Work as far away as possible from the noise source.

K. RESPIRATORY PROTECTION

Respiratory Protection requirements are as follows:

- Respiratory protection shall be NIOSH-approved or equivalent.
- Respiratory protection shall be selected based on the work to be performed and the information contained in the SDS when using chemicals or welding materials.
- The Respiratory Protection Program shall be consulted and followed. See the section titled "Respiratory Protection Program."

L. FALL PROTECTION

Fall Protection is required whenever there is a possibility of falling more than 6 feet to the ground or another surface. Requirements for fall protection are contained in Safety Guideline "Fall Protection."

M. FLOTATION DEVICES

Flotation Devices requirements are as follows:

- Flotation devices shall be fire retardant and capable of keeping an unconscious person's head out of the water. A flotation device shall retain 95% of its buoyancy for at least 24 hours in fresh water.
- Personal flotation devices shall be worn whenever working near or over water or from the deck of a watercraft.
- Additional information on the use of flotation devices is found in Safety Guideline "Fall Protection."

N. SEAT BELTS

Seat Belts shall be available in powered equipment and over-the-road vehicles having a standard operator's seat, and shall be used at all times while the equipment or vehicle is in operation.

O. TRAINING

Affected employees shall be trained in the selection, use, care, and limitations of PPE required while performing their duties in the employee's initial orientation, when/if it is determined that the employee does not understand how to properly use PPE, or there are changes in the workplace. Any training shall be documented to reflect, at a minimum: the name of the employee, date of the training, and subject of the training.