## Personal Protective Equipment and Clothing

1. **Purpose**

The following guidelines for the proper utilization of Personal Protective Equipment (PPE). All employees, contractors and visitors shall adhere to the PPE policy.

1. **Responsibility**

The supervisor shall:

* Ensure proper utilization of PPE for the specific job.
* Train employees in the proper use and care of required PPE.

The employee shall:

* Adhere to the PPE policy at all times.

1. **General**

Before the start of each job a hazard assessment shall be performed to determine if hazards are present or are likely to be present, and which necessitates the use of PPE. The hazard assessment shall be documented with certifier’s name, signature and date.

When hazards are present, PPE will be selected for each affected employee. Selection and reasons for selection should be given to the employee. Selected PPE must be fitted to each affected employee.

All PPE must be provided used and maintained in a sanitary and reliable condition. The equipment should be properly cleaned, inspected after use, and stored in clearly marked and properly designated areas. It is the employer’s responsibility to ensure that employee owned equipment is adequate, properly used and maintained.

Any equipment that no longer provides adequate protection should be repaired or replaced immediately. Defective or damaged equipment shall not be used.

1. **Training**

Each employee who may need to wear PPE shall be trained on the following:

* When PPE is necessary.
* What PPE is necessary.
* How to properly don, doff, adjust & wear PPE.
* The limitations of PPE.
* The proper care, maintenance, useful life & disposal of PPE.

Re-training is required when:

* When the workplace changes, making the earlier training obsolete.
* The type of PPE changes.
* When the employee demonstrates lack of use, improper use, or insufficient skill or understanding.

All PPE training shall be documented and certified to include the employee name, the dates of training and the certification subject.

1. **Hand and Arm Protection**

Wearing gloves prevents many minor injuries resulting from rough materials or irritating substances. Wear gloves whenever possible. Leather or leather-palm gloves should be worn when wire rope is being handled. Cloth gloves afford adequate protection when pipe is handled.

* Appropriate gloves MUST be worn when acids, caustic soda and soda ash are handled.
* Appropriate gloves are also necessary in certain situations that involve electrical work.
* Insulated or heat-resistant gloves MUST be worn when regular work gloves cannot adequately protect against burns.
* Standard welding gloves are to be worn while performing all types of hot work.

1. **Foot Protection**

Foot Protection is required for employees who are exposed to falling, rolling, crushing or penetrating objects. Foot protection worn by employees shall conform to ASTM F2412, ASTM F2413, 29 CFR 1910.136 and 29 CFR 1926.96.

Protective footwear shall be replaced when damage could affect its ability to provide protection. Foot protection shall be inspected regularly for:

* Cracks in the soles.
* Breaks in the leather.
* Exposed toecaps.

1. **Head and Face Protection**

Head protection is required for employees and visitors in areas where there is a potential for injury to the head from impact, flying or falling objects (e.g., working below other workers who are using tools and materials which could fall through grates), or electrical shock and burns. Head protections shall conform to ANSI Z89.1, 29 CFR 1910.135 and 29 CFR 1926.100.

Head protection should be inspected, cleaned, and maintained at regular intervals or as directed by manufacturer instructions. Examine the shell for cracks, brittleness, discoloration or chalky appearance. The suspension should be examined for cracks, breaks, or frayed straps.

Drilling holes in the shell of a hard hat for ventilation is forbidden. Doing so eliminates the electrical insulation protection and the degree of impact resistance. Covering hardhats with stickers, emblems, decals or paint is prohibited.

Hair long enough to constitute a hazard while a person is working near moving machinery or rotating tools and equipment MUST be secured by a net or tied back. Hair styles that make it impossible for a person to properly wear a safety hat are not permitted. Beards that constitute a hazard, while a person is near moving machinery or rotating tools, are not permitted.

1. **Fire Retardant Clothing (FRC)**

Fire Retardant Clothing (FRC) is required for employees and contractors who are at risk of exposure to flash fire hazards. Employees shall be instructed in the use, care, and maintenance of their FRC. FRC shall be worn according to manufacturer’s instructions.

* Flame-resistant garment collars shall be worn closed.
* Sleeves and cuffs shall be worn down and secured.
* Other personal protective equipment (PPE) shall be worn if determined as necessary from a review of the potential hazards to which workers are exposed from the hazard assessment.
* Employees are not permitted to wear non–flame-resistant clothing over flame-resistant garments.
* FRC shall be inspected after each cleaning and replaced or repaired according to manufacturer’s instructions.
* FRC shall be laundered before first use and regularly thereafter to prevent build up of contaminants.
* FRC shall be stored in a well vented area away from direct sunlight.

1. **Protective Clothing**

* Clothing suited to the work, weather and environment in which the employee works MUST be worn.
* Highly flammable fabrics such as nylon, rayon, dacron, etc. are not recommended.
* Long sleeve shirts are required for persons engaged in grinding, welding, or cutting processes where the possibilities of burns exist. Shirt sleeves must be rolled down and buttoned while conducting these operations.
* Any person engaged in, or around, welding, cutting, or grinding operations shall not be allowed to tuck pant legs into safety footwear because of the burn hazard presented if hot slag enters the footwear.
* Oil soaked, greasy, excessively loose fitting, or ragged clothing shall not be worn.
* A person working around moving machinery MUST NOT wear neckties or neck chains, gauntlet gloves or gloves that fastens around the wrist, or baggy, loose or ragged clothing. NEVER tie or otherwise attach a rag or handkerchief to your person in such a manner that it cannot be removed with one quick, easy pull.
* If clothing becomes saturated with oil, fuel or chemicals, the employee should immediately wash the exposed skin area with soap and water and change clothes to prevent skin irritation. The employee MUST avoid all sources of fire, including cigarettes, pipes or cigars, before changing clothes and washing the affected skin with soap and water. The Supervisor should be consulted if a skin rash develops.
* Disposable clothing is made available for special work situations.

1. **Other Protective Equipment**

Chemical goggles, full-face shield, protective gloves and an acid-proof apron should be worn for handling chemicals that may be harmful to the skin or eyes when exposure to spillage is possible.

Certain materials, such as acids and caustic soda, REQUIRE additional protection, such as rubber apron and gloves.