

	PERSONAL PROTECTIVE EQUIPMENT	Document No.:	HSE-OP-013
		Department:	Operations
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Purpose

Trinity Medical Management ("Trinity") provides all Employees with required PPE to suit the task and known hazards. This Chapter covers the requirements for Personal Protective Equipment with the exception of PPE used for hearing conservation and respiratory protection or PPE required for hazardous material response to spills or releases, which if applicable are covered under separate programs.

The Operations Manager has overall responsibility for the program. The Training and Compliance Manager will designate appropriate supervisors to assist in training employees and monitoring their use of PPE. This written plan is kept in the Operations office. Then he/she will review and update the program as necessary. Copies of this program may be obtained from the Operations office.

Trinity believes it is our obligation to provide a hazard free environment to our employees. Any employee encountering hazardous conditions must be protected against the potential hazards. The purpose of protective clothing and equipment (PPE) is to shield or isolate individuals from chemical, physical, biological, or other hazards that may be present in the workplace.

Establishing an overall written PPE program detailing how employees use PPE makes it easier to ensure that they use PPE properly in the workplace and document our PPE efforts in the event of an OSHA inspection. Trinity's PPE program covers:


- Purpose
- Hazard assessment
- PPE selection
- Employee training
- Cleaning and maintenance of PPE
- PPE specific information

If after reading this program, you find that improvements can be made, please contact either the Training and Compliance or Operations Managers. We encourage all suggestions because we are committed to the success of our Personal Protective Equipment Program. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

Administrative Duties

The Operations Manager has overall responsibility for coordinating safety and health programs in this company. He is the person having overall responsibility for the PPE Program. The Operations Manager will review and update the program, as necessary and at least annually. Copies of the written program may be obtained in the Operations office.

General Policy

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Engineering controls shall be the primary methods used to eliminate or minimize hazard exposure in the workplace. When such controls are not practical or applicable, personal protective equipment shall be employed to reduce or eliminate personnel exposure to hazards. Personal protective equipment (PPE) will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injuries and/or illnesses.

Responsibilities

Trinity personnel, Field Training Officers and Supervisors will be responsible for assessing the hazards and exposures that may require the use of PPE, determining the type of equipment to be provided, and purchasing the equipment. Input from managers, supervisors, and employees will be obtained and considered in selecting appropriate equipment.

Managers/supervisors will be responsible for training employees in the use and proper care of PPE, ensuring that all employees are assigned appropriate PPE, and ensuring that PPE is worn by employees when and where it is required.


Employees are responsible for following all provisions of this program and related procedures. They are expected to wear PPE when and where it is required.

Hazard Assessment

The Company will perform an assessment of the workplace to determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment (PPE). This assessment will consist of a survey of the workplace to identify sources of hazards to workers. Consideration will be given to hazards such as impact, penetration, laceration, compression (dropping heavy objects on foot, roll-over, etc.), chemical exposures, harmful dust, heat, light (optical) radiation, electrical hazards, noise, etc. Where such hazards are present, or likely to be present, the Company will:

- Select, and have each affected Employee use, the proper PPE
- Communicate selection decisions to each affected Employee
- Select PPE that properly fits each affected employee.
- Train employees in the use and care of PPE as described elsewhere in this program

The Company will verify that the workplace hazard assessment has been performed by conducting a written certification. This certification must include the certifier's name, signature, date(s) and identification of assessment documents. Whenever there is a change in process or in the workplace that might introduce or change an exposure or hazard, the company will perform an assessment to determine if there needs to be additional PPE or a change in the PPE provided. These supplemental hazard assessments will also be documented, signed and dated by the person performing the assessment. The Company will review and update the workplace hazard assessment on an annual basis.

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Sources

During the walk-through survey the Employee should observe:

- sources of motion; i.e., machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects;
- sources of high temperatures that could result in burns, eye injury or ignition of protective equipment, etc.;
- types of chemical exposures;
- sources of harmful dust;
- sources of light radiation, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.;
- sources of falling objects or potential for dropping objects;
- sources of sharp objects which might pierce the feet or cut the hands;
- sources of rolling or pinching objects which could crush the feet;
- layout of workplace and location of co-workers; and
- any electrical hazards. In addition, injury/accident data should be reviewed to help identify problem areas.

Organize Data

Following the walk-through survey, it is necessary to organize the data and information for use in the assessment of hazards. The objective is to prepare for an analysis of the hazards in the environment to enable proper selection of protective equipment.

Analyze Data


Having gathered and organized data on a workplace, an estimate of the potential for injuries should be made. Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury from each of the hazards found in the area. The possibility of exposure to several hazards simultaneously should be considered.

Controlling Hazards

PPE devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and sound manufacturing practices.

Assessment and Selection

It is necessary to consider certain general guidelines for assessing the foot, head, eye and face, and hand hazard situations that exist in an occupational or educational operation or process, and to match the protective devices to the particular hazard. It should be the responsibility of the HSE or Operations designee to exercise common sense and appropriate expertise to accomplish these tasks. Personal protective equipment will meet the following standards:

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- Eye & Face Protection devices - ANSI Z87.1-1989 "American National Standard Practice for Occupational and Educational Eye and Face Protection"
- Head Protection devices - ANSI Z89.1-1986 "American National Standard for Personal Protection - Protective Headwear for Industrial Workers"
- Foot Protection devices - ANSI Z41-1991 "American National Standard for Personal Protection - Protective Footwear"
- Hand Protection - No national standard available - Selection will be based on task performed, conditions present, duration of use, and the hazards and potential hazards identified.
- Electrical Protective equipment - No national standard - Equipment will be tested electrically before first use and every 6 months thereafter or upon indication that insulating value is suspect.

Selection Guidelines

When hazards are present or likely to be present, PPE will be selected for each affected employee. Selection and reasons for selection will be given to the employee. The general procedure for selection of protective equipment is to:

- Become familiar with the potential hazards and the type of protective equipment that is available, and what it can do; i.e., splash protection, impact protection, etc.;
- compare the hazards associated with the environment; i.e., impact velocities, masses, projectile shape, radiation intensities, with the capabilities of the available protective equipment;
- select the protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards; and
- fit the user with the protective device and give instructions on care and use of the PPE. It is very important that end users be made aware of all warning labels for and limitations of their PPE.

Fitting the Device

Careful consideration must be given to comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected. Employees are properly fitted to the PPE they are required to wear. In addition, they will be trained in proper donning, doffing, cleaning, and maintenance.

Devices with Adjustable Features

Adjustments should be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position. Particular care should be taken in fitting devices for eye protection against dust and chemical splash to ensure that the devices are sealed to the face. In addition, proper fitting of helmets is important to ensure that it will not fall off during work.

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operations. In some cases a chin strap may be necessary to keep the helmet on an employee's head. (Chin straps should break at a reasonably low force, however, so as to prevent a strangulation hazard). Where manufacturer's instructions are available, they should be followed carefully.

Employee-Owned PPE

Trinity is responsible for assuring the adequacy, maintenance and sanitation of employee-owned personal protective equipment

Reassessment of Hazards

It is the responsibility of the TCM to reassess the workplace hazard situation as necessary, by identifying and evaluating new equipment and processes, reviewing accident records, and reevaluating the suitability of previously selected PPE.

- Defective & Damaged Equipment
- Defective or damaged personal protective equipment shall not be used.
- Selection of Personal Protective Equipment (PPE)

Personal protective equipment (PPE) will be selected on the basis of the hazards to which the workers' are exposed or potentially exposed. All selections will be made by with input from managers, supervisors and workers.

Training


Each employee who is required to use PPE will be trained in the following:

- Why PPE is necessary
- When PPE is necessary
- What PPE is necessary and any alternative choices of equipment
- How to properly don, doff, adjust, and wear PPE
- Limitations of PPE
- The proper care, maintenance, storage, useful life, and disposal of PPE

The training will include an opportunity for employees to handle the PPE and demonstrate that they understand the training and have the ability to use the PPE properly. Training will be provided by the Training and Compliance Manager (TCM) or supervisor of the affected employees. Training will be documented in writing with the documentation including the names of each employee trained, the date(s) of the training, and the subject matter covered.

Employees must demonstrate an understanding of the training and the ability to use the PPE properly before they are allowed to perform work requiring the use of the equipment.

Employees are prohibited from performing work without donning appropriate PPE to protect them from the hazards they will encounter in the course of that work.

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If the TCM has reason to believe an employee does not have the understanding or skill required, the employer must retrain the employee. Since an employee's supervisor is in the best position to observe any problems with PPE use by individual employees, the TCM will seek this person's input when making this determination. Circumstances where retraining may be required include changes in the workplace or changes in the types of PPE to be used, which would render previous training obsolete. Also, inadequacies in an affected employee's knowledge or use of the assigned PPE, which indicates that the employee has not retained the necessary understanding or skills, would require retraining.

The TCM certifies in writing that the employee has received and understands the PPE training.

Because failure to comply with company policy concerning PPE can result in OSHA citations and fines as well as employee injury, an employee who does not comply with this program will be disciplined for noncompliance according to the company's Disciplinary Action Program.

Cleaning and Maintenance

It is important that all PPE be kept clean and properly maintained by the employee to whom it is assigned. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE is to be inspected, cleaned, and maintained by employees at regular intervals as part of their normal job duties so that the PPE provides the requisite protection. Supervisors are responsible for ensuring compliance with cleaning responsibilities by employees.


If PPE is for general use, Trinity has responsibility for cleaning and maintenance. If a piece of PPE is in need of repair or replacement it is the responsibility of the employee to bring it to the immediate attention of his or her supervisor or the Operations Manager. It is against work rules to use PPE that is in disrepair or not able to perform its intended function. Contaminated PPE that cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

Personal Protective Equipment

Engineering controls shall be the primary methods used to eliminate or minimize hazard exposure in the workplace. When such controls are not practical or applicable, personal protective equipment shall be employed to reduce or eliminate personnel exposure to hazards.

Personal protective equipment (PPE) will be provided, used, and maintained in a sanitary and reliable condition when it has been determined that its use is required and that such use will lessen the likelihood of occupational injuries and/or illnesses. The TCM will recommend and/or provide necessary protective equipment where there is a reasonable probability that the use of the equipment will prevent or reduce the severity of injuries or illness.

Equipment Specifications and Requirements

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All personal protective clothing and equipment will be of safe design and construction for the work to be performed. Only those items of protective clothing and equipment that meet National Institute of Occupational Safety and Health (NIOSH) or American National Standards Institute (ANSI) standards will be procured or accepted for use.

Eye and Face Protection

The majority of occupational eye injuries can be prevented by the use of suitable/approved safety spectacles, goggles, or shields. Approved eye and face protection shall be worn when there is a reasonable possibility of personal injury. Supervisors, with assistance from the Operations Manager and Employees, determine jobs and work areas that require eye protection and the type of eye and face protection that will be used.

Typical hazards that can cause eye and face injury are:

- Splashes of toxic or corrosive chemicals, hot liquids, and molten metals;
- Flying objects, such as chips of wood, metal, and stone dust;
- Fumes, gases, and mists of toxic or corrosive chemicals; and
- Aerosols of biological substances.

Prevention of eye accidents requires that all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, researchers, contractors, or others passing through an identified eye hazardous area. To provide protection for these personnel, activities shall procure a sufficient quantity of heavy duty goggles and/or plastic eye protectors which afford the maximum amount of protection possible.


If these personnel wear personal glasses, they shall be provided with a suitable eye protector to wear over them.

Eye and face protectors procured, issued to, and used by Company personnel must conform to the following design and standards:

- Provide adequate protection against the particular hazards for which they are designed
- Fit properly and offer the least possible resistance to movement and cause minimal discomfort while in use.
- Be durable.
- Be easily cleaned or disinfected for or by the wearer.
- Be clearly marked to identify the manufacturer.

Persons who require corrective lenses for normal vision, and who are required to wear eye protection, must wear goggles or spectacles of one of the following types:

- Spectacles with protective lenses which provide optical correction.
- Goggles that can be worn over spectacles without disturbing the adjustment of the spectacles.

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- Goggles that incorporate corrective lenses mounted behind the protective lenses.

Description and Use of Eye/Face Protectors

Safety Spectacles. Protective eye glasses are made with safety frames, tempered glass or plastic lenses, temples and side shields which provide eye protection from moderate impact and particles encountered in job tasks such as carpentry, woodworking, grinding, scaling, etc.

Single Lens Goggles. Vinyl framed goggles of soft pliable body design provide adequate eye protection from many hazards. These goggles are available with clear or tinted lenses, perforated, port vented, or non-vented frames.

Single lens goggles provide similar protection to spectacles and may be worn in combination with spectacles or corrective lenses to insure protection along with proper vision.

Welders/Chippers Goggles. These goggles are available in rigid and soft frames to accommodate single or two eye piece lenses.

Welder's goggles provide protection from sparking, scaling or splashing metals and harmful light rays. Lenses are impact resistant and are available in graduated shades of filtration.

Chippers/grinders goggles provide eye protection from flying particles. The dual protective eye cups house impact resistant clear lenses with individual cover plates.


Face Shields. These normally consist of an adjustable headgear and face shield of tinted/transparent acetate or polycarbonate materials, or wire screen. Face shields are available in various sizes, tensile strength, impact/heat resistance and light ray 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.

Welding Shields. These shield assemblies consist of vulcanized fiber or glass fiber body, a ratchet/button type adjustable headgear or cap attachment and a filter and cover plate holder. These shields will be provided to protect workers' eyes and face from infrared or radiant light burns, flying sparks, metal spatter and slag chips encountered during welding, brazing, soldering, resistance welding, bare or shielded electric arc welding and oxyacetylene welding and cutting operations.

Trinity maintains a supply of various eye and face protective devices. Personnel requiring prescription safety glasses must contact the TCM or Operations Manager.

Emergency Eyewash Facilities

Emergency eyewash facilities meeting the requirements of ANSI Z358.1-1981 shall be provided in all areas where the eyes of any employee may be exposed to corrosive materials. All such emergency facilities shall be located where they are easily accessible to those in need.

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Hearing Protection

Hearing protection devices are the first line of defense against noise in environments where engineering controls have not reduced employee exposure to safe levels. Hearing protective devices can prevent significant hearing loss, but only if they are used properly.

The most popular hearing protection devices are earplugs which are inserted into the ear canal to provide a seal against the canal walls. Earmuffs enclose the entire external ears inside rigid cups. The inside of the muff cup is lined with acoustic foam and the perimeter of the cup is fitted with a cushion that seals against the head around the ear by the force of the headband.

Preformed earplugs and earmuffs should be washed periodically and stored in a clean area, and foam inserts should be discarded after each use. It is important for you to wash hands before handling pre-formed earplugs and foam inserts to prevent contaminants from being placed in the ear which may increase your risk of developing infections.

Also, check hearing protective devices for signs of wear or deterioration.

Replace devices periodically.


The TCM and Site Supervisor maintain a supply of a variety of disposable foam ear inserts and earmuffs.

Hearing protective devices (ear plugs, muffs, etc.) shall be the permanent solution only when engineering or administrative controls are considered to be infeasible or cost prohibitive. Hearing protective devices are defined as any device that can be worn to reduce the level of sound entering the ear. Hearing protective devices shall be worn by all personnel when they must enter or work in an area where the operations generate noise levels of:

- Greater than 85 dBA sound levels, or
- 115 dB peak sound pressure level or greater

Types of Hearing Protective Devices Hearing protective devices include the following:

- A device designed to provide an air-tight seal with the ear canal. There are three types of insert earplugs
 1. premolded
 2. formable
 3. custom earplugs.
- Premolded earplugs are pliable devices of fixed proportions. Two standard styles, single flange and triple flange, come in various sizes, and will fit most people. Personnel responsible for fitting and dispensing earplugs will train users on proper insertion, wear, and care. While premolded earplugs are reusable, they may deteriorate and should be replaced periodically.
- Formable earplugs come in just one size. Some are made of material which, after being compressed and inserted, expands to form a seal in the ear canal. When

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properly inserted, they provide noise attenuation values that are similar to those from correctly fitted premolded earplugs. Individual units may procure approved formable earplugs. Supervisors must instruct users in the proper use of these earplugs as part of the annual education program. Each earplug must be held in place while it expands enough to remain firmly seated. A set of earplugs with a cord attached is available. These earplugs may be washed and therefore are reusable, but will have to be replaced after two or three weeks or when they no longer form an airtight seal when properly inserted.

- Custom Molded Earplugs: A small percentage of the population cannot be fitted with standard premolded or formable earplugs. Custom earplugs can be made to fit the exact size and shape of the individual's ear canal. Individuals needing custom earplugs will be referred to an audiologist.
- Earmuffs are devices worn around the ear to reduce the level of noise that reaches the ear. Their effectiveness depends on an air tight seal between the cushion and the head.

Employees will be given the opportunity to select hearing protective devices from a variety of suitable ones provided by the TCM in all cases the chosen hearing protectors shall have a Noise Reduction Ratio (NRR) high enough to reduce the noise at the ear drum to 85 dBA or lower.


The issuance of hearing protective devices is handled through the TCM. The TCM will issue and fit the initial hearing protective devices (foam inserts, disposables). Instruction on the proper use and care of earplugs and earmuffs will be provided whenever HPDs (hearing protective devices) are dispensed. Personnel requiring earmuffs in addition to earplugs will be informed of this requirement and educated on the importance of using proper hearing protection. The TCM will dispense ear muffs when necessary and will maintain a supply of disposable earplugs.

Always use and maintain HPDs as originally intended and in accordance with instructions provided.

Earmuff performance may be degraded by anything that compromises the cushion-to-circumaural flesh seal. This includes other pieces of personal protective equipment such as eyewear, masks, faceshields, and helmets.

Reusable earplugs, such as the triple flange or formable devices should be washed in lukewarm water using hand soap, rinsed in clean water, and dried thoroughly before use. Wet or damp earplugs should not be placed in their containers. Cleaning should be done as needed.

Earmuff cushions should be kept clean. The plastic or foam cushions may be cleaned in the same way as earplugs, but the inside of the muff should not get wet. When not in use, ear muffs should be placed in open air to allow moisture that may have been absorbed into the cups to evaporate.

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The maximum of sound attenuation one gets when wearing hearing protection devices is limited by human body and bone conduction mechanisms. Even though a particular device may provide outstanding values of noise attenuation the actual noise reductions may be less because of the noise surrounding the head and body bypasses the hearing protector and is transmitted through tissue and bone pathways to the inner ear.

The term “double hearing protection” is misleading. The attenuation provided from any combination earplug and earmuff is not equal to the sum of their individual attenuation values.

Respiratory Protection

Respiratory hazards may occur through exposure to harmful dusts, fogs, fumes, mists, gases, smoke, sprays, and vapors. The best means of protecting personnel is through the use of engineering controls, e.g., local exhaust ventilation. Only when engineering controls are not practical or applicable shall respiratory protective equipment be employed to reduce personnel exposure.

The TCM is responsible for the Respiratory Protection Program at the Company. Workers requiring the use of respirators must first obtain medical approval from the Company physician to wear a respirator before a respirator can be issued. The TCM conducts respirator training and fit tests and is responsible for determining the proper type of respiratory protection required for the particular hazard.

Adherence to the following guidelines will help ensure the proper and safe use of respiratory equipment:

- Wear only the respirator you have been instructed to use. For example, do not wear a self-containing breathing apparatus if you have been assigned and fitted for a half-mask respirator.
- Wear the correct respirator for the particular hazard. For example, some situations, such as chemical spills or other emergencies, may require a higher level of protection than your respirator can handle. Also, the proper cartridge must be matched to the hazard (a cartridge designed for dusts and mists will not provide protection from vapors)
- Check the respirator for a good fit before each use. Positive and negative fit checks should be conducted.
- Check the respirator for deterioration before and after use. Do not use a defective respirator.
- Recognize indications that cartridges and canisters are at their end of service. If in doubt, change cartridges/ canisters before using respirator.
- Practice moving and working while wearing the respirator so that you can get used to it.
- Clean the respirator after each use, thoroughly dry it and place the cleaned respirator in a sealable plastic bag.
- Store respirators carefully in a protected location away from excessive heat, light, and chemicals.

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Head Protection

Hats and caps have been designed and manufactured to provide workers protection from impact, heat, electrical and fire hazards. These protectors consist of the shell and the suspension combined as a protective system. Safety hats and caps will be of nonconductive, fire and water resistant materials. Bump caps or skull guards are constructed of lightweight materials and are designed to provide minimal protection against hazards when working in congested areas.

Head protection will be furnished to, and used by, all employees and contractors engaged in construction and other miscellaneous work in head-hazard areas. Head protection will also be required to be worn by engineers, inspectors, and visitors at construction sites. Bump caps/skull guards will be issued to and worn for protection against scalp lacerations from contact with sharp objects. They will not be worn as substitutes for safety caps/hats because they do not afford protection from high impact forces or penetration by falling objects.

Hand Protection

Skin contact is a potential source of exposure to toxic materials; it is important that the proper steps be taken to prevent such contact. Gloves should be selected on the basis of the material being handled, the particular hazard involved, and their suitability for the operation being conducted. One type of glove will not work in all situations.

Most accidents involving hands and arms can be classified under four main hazard categories: chemicals, abrasions, cutting, and heat. There are gloves available that can protect workers from any of these individual hazards or any combination thereof.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and MSDSs before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

All glove materials are eventually permeated by chemicals. However, they can be used safely for limited time periods if specific use and glove characteristics (i.e., thickness and permeation rate and time) are known. The TCM can assist in determining the specific type of glove material that should be worn for a particular chemical.

Gloves should be replaced periodically, depending on frequency of use and permeability to the substance(s) handled. Gloves overtly contaminated should be rinsed and then carefully removed after use.

Gloves should also be worn whenever it is necessary to handle rough or sharp-edged objects, and very hot or very cold materials. The type of glove materials to be used (in these situations) include: leather, welder's gloves, aluminum-backed gloves, and other types of insulated glove materials.

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Careful attention must be given to protecting your hands when working with tools and machinery. Power tools and machinery must have guards installed or incorporated into their design that prevent the hands from contacting the point of operation, power train, or other moving parts. To protect the hands from injury due to contact with moving parts, it is important to:

- Ensure that guards are always in place and used.
- Always lock out machines or tools and disconnect the power before making repairs.
- Treat a machine without a guard as inoperative; and
- Do not wear gloves around moving machinery, such as drill presses, mills, lathes, and grinders.

The TCM can help the supervisor identify appropriate glove selections for their operations. The TCM also maintains a selection of gloves for various tasks.

Safety Shoes

Safety shoes shall be worn in the shops, warehouses, maintenance, cagewash, glassware, and other areas as determined by the Health and Safety Branch. Recommendations for safety footwear shall be approved by the Health and Safety Branch. All safety footwear shall comply with American National Standards Institute (ANSI) Standard ANSI Z41-1991, "American National Standard for Personal Protection - Protective Footwear. Protective footwear purchased before July 5, 1994, shall comply with ANSI Standard Z41.1-1967.

Permanent full time employees will be initially issued two pairs of safety shoes of approved type. Shoes will be replaced or repaired as necessary based on supervisory approval. Other than permanent employees will be issued one pair of safety shoes with replacement as necessary based on supervisory approval.

Supervisor - Reviews employees work situation and recommends safety footwear as appropriate in accordance with established Institute policy. Requests safety shoes from the TCM for new employees or as indicated for replacement. Ensures that all employees under his supervision use and maintain safety footwear. Makes determination on the need for replacement or repair of safety shoes.

Employee - Wears Institute provided or approved safety shoes in all areas requiring safety footwear as determined by the supervisor and the TCM.

TCM - Consults with supervisors concerning safety shoe requirements and approves issuance of all safety shoes. Arranges for local purchase of all safety shoes. Makes arrangements for necessary repairs.

Supervisors must review employee's work situation in consultation with the TCM to decide the need for safety footwear and appropriate types. The "Request for Safety Shoes" must be completed, reviewed and signed by the supervisor and approved by the TCM.

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Any employee desiring to replace his/her safety footwear must complete the "Request for Safety Shoes" and have it signed by their supervisor.

If an employee is unable to find appropriate safety footwear at the designated vendors, he or she should check with the TCM for alternate procedures. Alternate procedures involve employees purchasing safety footwear with their own funds and being reimbursed.

Employees who want to have their footwear repaired, should be encouraged to do so. Some footwear is designed to be repaired, and some is not. Repairs would include such items as new soles and heels. The Company will reimburse employees for repairs.

Attachments

HSE-BF-015 PPE CERTIFICATION OF HAZARD ASSESSMENT

